

JOB DESCRIPTION
Cumberland County School District

SCHOOL NURSE

Purpose Statement

The job of School Nurse was established for the purpose/s of assessing the health needs of students; developing emergency care plans and individual health plans, incorporating input from parent and/or physician; complying with the laws relating to student health, including parental and guardian consent; providing appropriate care for ill, medically fragile and/or injured students; providing health information and serving as a resource to parents, teachers, staff, and administrators; and identifying health problems for referral for proper treatment.

This job reports to Health Services Coordinator

Essential Functions

- Administers first aid to staff / students, medication and specialized medical treatments for the purpose of providing appropriate care for ill, medically fragile and/or injured children in accordance with State laws and District policies.
- Administers mandated screenings (e.g. vision, dental, hearing, BMI, etc.) for the purpose of referring medical conditions and/or providing appropriate care for ill, medically fragile and/or injured children. Done by Coordinated School Health and the Lions Club.
- Assesses situations involving students' safety, abuse (physical, sexual, drug, etc.) and other health related issues for the purpose of identifying problems, referring for proper treatment and complying with legal requirements.
- Collaborates with agencies and other school safety team members to conduct site assessments (e.g. health issues, student health records, emergency preparedness, building/grounds environments, building facilities, etc.) for the purpose of identifying issues and/or providing recommendations for improving safety and accessibility.
- Collaborates with parents, students, teachers, staff, health care providers, and/or public agencies for the purpose of promoting and/or securing student health services, providing information and complying with legal requirements.
- Conducts age appropriate programs and/or activities in conjunction with classroom curriculum for the purpose of supporting established lesson plans.
- Counsels students and families on health conditions and lifestyle issues (e.g. mental health, pregnancy, sexually transmitted disease, substance abuse, etc.) for the purpose of facilitating a healthier student population.
- Develops individual student health care and emergency care plans for students with special care needs for the purpose of providing direction to site personnel and/or implementing directions provided by parents and/or physicians.
- Implements health care plans for students with health problems for the purpose of meeting the needs of students with chronic health problems and/or accommodation requirements.
- Maintains contact with parents/guardians for the purpose of advising them of changes in student health and/or recommending further medical and/or emotional intervention.
- Maintains student's confidential files and records (e.g. health care plans, agency referrals, accident reports, immunization records, etc.) for the purpose of providing information required by legal requirements and professional standards.
- Monitors students referred for illness and/or injury for the purpose of attending to their immediate health care concerns and initiating follow-up care.
- Stocks supplies and materials as needed for the purpose of ensuring the efficient and effective functioning of the work unit.

- Participates in a variety of meetings, workshops and seminars, Individual Educational Plan meetings, and interdisciplinary teams for the purpose of gathering, conveying and/or sharing information on student health needs, service delivery, and educational programs, and/or improving skills and knowledge.
- Provides care to students with chronic illnesses and extremely high-risk students (e.g. allergies, asthma, diabetes, seizures, medically fragile, etc.) for the purpose of assisting the child in achieving the highest possible functional level.
- Provides training on a variety of health related subjects (e.g. CPR, disaster preparedness, child abuse, health education, medication management, policies and procedures, substance abuse, growth and development, food allergies, OSHA, hygiene, etc.) for the purpose of promoting a healthy lifestyle and/or acting as a resource to students, teachers, and other school personnel.
- Refers students requiring additional medical attention for the purpose of providing required follow-up treatment and services.
- Reports health and safety issues to assigned administrator and appropriate agencies (e.g. fights, suspected child or substance abuse, contagious diseases, etc.) for the purpose of maintaining students' personal safety, a positive learning environment and complying with regulatory requirements and established guidelines.
- Researches a variety of topics relating to health and medical care (e.g. wellness, nutrition, treatment protocols, childhood diseases, etc.) for the purpose of providing information to staff, students, parents, and the public.
- Responds to emergency medical situations (e.g. severe falls, seizures, prescription reactions, bleeding, etc.) for the purpose of ensuring appropriate immediate medical attention and related follow-up action.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid; handling hazardous materials/waste; operating equipment used in clinical setting; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; safety practices and procedures; stages of child development; pediatric and family nursing practices; community health concepts; and pertinent policies, codes, regulations and/or laws.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; dealing with distraught, angry or hostile individuals; maintaining confidentiality; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 33% sitting, 34% walking, and 33% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

Experience Job related experience with increasing levels of responsibility is required.

Education Community College and/or Vocational School degree with study in job related area.

Equivalency None Specified

Requirement

This is a non-certified position.

Certificates & Licenses

Licensed Practical Nurse or Registered Nurse licensed by the State of Tennessee; and CPR/First Aid Certificate

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade