



# FREDERICA ACADEMY

Enriching the Mind, Body and Spirit.

## School Nurse Job Description

**Position Title:** Nurse (Full-Time or Part Time)

**FLSA Classification:** Exempt

**Terms:** August - May

**Reports to:** Head of School

**Date Modified:** April 2019

### Work Environment:

Frederica Academy lives the mission: *To maximize each student's potential and prepare him/her for college and adult life through the development of mind, body, and spirit.* Employment at Frederica is more than a job. It is an opportunity to join a community of learners who seek challenge, commitment, and strong relationships. We serve as advocates for our students. Because we are a dynamic, forward-thinking independent college preparatory school, much is required of our administrators, faculty and staff. We challenge and inspire each student to fulfill his/her promise and to better the world. In a highly competitive school landscape, our emphasis on the whole child and our legacy of excellence in teaching set us apart. The work environment is noted for being family-friendly and flexible. The feeling in the school is encouraging, collaborative, and innovative. Our curricular philosophy emphasizes community-based, interdisciplinary and experiential learning. Collaboration and reflective practice are key to pedagogy at Frederica Academy. The school is fully committed to a culturally diverse faculty and student body.

**Position Purpose:** School nursing is a specialized practice of professional nursing that advances the well-being, academic success, and life-long achievement of students. To that end, school nurses facilitate positive student responses to normal development; promote health and safety; intervene with actual and potential health problems; provide case management services; and actively collaborate with others to build student and family capacity for adaptation, self-management, self-advocacy, and learning.

The School Nurse provides health care services to students, faculty, and staff. Working in partnership with faculty and administration, the individual in this position will help identify and address the social, emotional, and physical needs of our students.

### Overall Responsibilities:

- **health education**, educates the school community about various health topics
- **healthy environment**, recognizes environmental health and safety concerns and promotes a nurturing social environment, contributes to development and ongoing refinement of School Crisis Plan
- **health services**, coordinates health services programs and provides episodic and ongoing health care for students and school employees
- **mental health**, provides health counseling, assesses mental health needs and refers students and parents to school counselors or community agencies, as needed
- **nutrition**, encourages healthy food options in lunchroom and classrooms
- **parent/community involvement**, promotes community involvement in creating a healthy school environment and serving as school liaison to a health advisory committee
- **physical activity**, promotes healthy physical education, sports policies and practices
- **screening**, provides ongoing and regular screening of immunizations, hearing, vision, and other health parameters for students and faculty
- **staff wellness**, promotes healthy activities and a healthy environment for school staff.

## School Nurse Specific Key Duties:

- Provide appropriate health services (routine and emergency) to ill or injured students and staff with warmth, skill, and compassion always prioritizing students' needs in the clinic above other duties. Preserve confidentiality regarding ALL services provided for students as well as faculty and parents.
- Notify teacher, principal or parents of ill and injured students and need for further care. File accident report(s) when needed. Assist in the coordination of care for students between teachers and counselors.
- Manage students' daily and PRN medications. Obtain necessary documentation according to the School's policy on collection and consent for medications. Assist & document the delivery of students' daily, emergency, and PRN medications. Ensure medicines are properly labeled and stored.
- Assist students/faculty/staff in taking over-the-counter medications per School policy
- Review health information provided by parents. Work with parents to create appropriate care/emergency plans Highlight and note all pertinent information such as daily medications, allergies and any special health related issues. Update records in the database to indicate any of the above for noted consideration. Communicate information with appropriate faculty and staff
- Maintain a daily log of student/employee clinic visits and actions taken.
- Maintain legal compliance with student immunization records (Georgia Certificate of Immunization) and health records. All clinic records must be accurate and complete.
- Stay current with certifications and needed skills through training and continuing education.
- Train and certify staff in CPR, AED, and First Aid procedures. Maintain AHA or ARC CPR Instructor status.
- Assist the Emergency Response Team with issues related to health and safety for emergency procedures; assisting with drills as needed. Facilitate the training and ongoing development of each building's Medical Emergency Response Team
- Educate staff concerning appropriate care for asthma, anaphylaxis, diabetes, allergies, infectious diseases and other significant health issues.
- Assemble first-aid kits for distribution to classrooms or for field trips, including review of field trip rosters for medical alerts
- Provide health screenings as needed, including biometrics scoliosis, vision & hearing.
- Inform students, families and staff of any significant contagious conditions on campus and criteria for return to school attendance.
- Maintain a clean and orderly health clinic.
- Manage ordering and keeping appropriate supplies on hand.
- Implement new and/or update the school's current health policies and procedures.
- Evaluate employee injuries and send for treatment per the school's Worker's Compensation Panel when appropriate. Report injuries to Human Resources and assist with filing Worker's Compensation claims, as needed.
- Provide employee wellness education and services to school staff.
- Attend staff meetings and serve on staff committees as required.
- Work with lunchroom personnel on the development of healthy and nutrition snacks and meals
- Other responsibilities as assigned by the administration.

**SPECIAL NOTE:** This position is currently staffed by a full time Registered Nurse who is committed to a partnership of proper orientation and assimilation for new staff. There is some flexibility available in the hours, days and schedule that can be worked out on an ongoing basis. There is the capability for either part-time or a full-time position.

## REQUIREMENTS AND QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- EDUCATION, CERTIFICATES, LICENSES, REGISTRATIONS: Registered Nurse, BSN degree preferred-current Georgia nursing license, Basic Life Support (BLS) certification, CPR instructor status, First Aid instructor status
- LANGUAGE/COMMUNICATION SKILLS: Ability to read, analyze, and interpret common scientific and technical journals and legal documents. Ability to understand common inquiries or complaints and to clearly and effectively respond and present information to children, faculty, staff, parents, and health care providers.
- MATHEMATICAL SKILLS: Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions.
- COMPUTER SKILLS: Knowledge of basic computational skills and ability to learn data entry into software system. Proficient use of Microsoft Office. Ability to communicate using electronic mail.
- Ability to work independently, to maintain strict confidentiality, and to interface effectively with a diverse constituency, representing the School with integrity and professionalism.

### Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand, use hands to finger, handle, or feel objects, tools or controls, talk and hear. The employee is frequently required to walk and reach with hands and arms. The employee is required to climb stairs, balance, stoop, kneel, crouch, or crawl; engage in moderately strenuous physical activity both indoors and out.. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee is occasionally exposed to bodily fluids, fumes or airborne particles and toxic or caustic chemicals. The employee is occasionally exposed to outside weather conditions and may frequently walk on slippery or uneven surfaces. The noise level in the work environment is frequently loud.

### Environment Characteristics:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The individual can expect the possibility of stressful environment while dealing with a wide variety of challenges and can anticipate deadlines with a varied array of student situations. The noise level in the work environment is usually moderate. Varied extreme outside weather conditions during special activities and school events are possible. The employee will primarily teach indoors with occasional field trips off campus. Some evening and weekend commitments are required.

*Frederica Academy is dedicated to providing equal employment opportunities to all personnel and applicants for employment without regard to race; color; religion; sex; national origin; handicap or disability; sexual orientation; or status as a veteran, Vietnam era, or special disabled veteran.*