

Position Title: **School Nurse**

Last Updated: June 2020

Reports To: Division Principals

Status: Non-Exempt-Hourly
Permanent Full-time

Schedule: Academic year: 40 hours per week

Benefits: Full benefit eligibility

Summary Description:

The school nurse provides for the promotion and maintenance of health as well as the prevention and treatment of illness and injuries. This facilitates the removal of health-related barriers to learning and promoting an optimal level of wellness for students and staff.

Essential Functions:

- Treat all students as individuals in a concerned and caring manner
- Triage student's acute and chronic conditions and provide nursing care and treatment based on findings
- Treat illnesses and injuries of students to include treatment per guidelines, maintaining confidentiality, documenting and notifying parents, guardians, and/or EMS providers
- Provide medically prescribed interventions (procedures, treatments, medications, etc) per standing orders or orders prescribed by a medical practitioner
- Maintain clinic records of students with ongoing health problems and severe allergies; facilitate individual health and emergency plans as needed for each
- Keep all staff and faculty aware of students with health issues and concerns on a routine, ongoing basis
- Maintain accurate documentation of individual student visits to the health clinic
- Complete or assist personnel in completing an accident report on any student with an injury that requires, or may in the future require, further medical attention by a physician
- Instruct parents of injured students as to what to be aware of; follow-up with injured students within twenty-four hours of their injury to assess whether or not further testing or medical treatment is warranted
- Work as a team member in conjunction with faculty, staff, and community practitioners to promote a safe and healthy school environment
- Act as an advocate for student needs and serve as a liaison between parents/guardian and faculty member while maintaining student confidentiality
- Observe and report any unusual behavioral finding or unsafe student activity to the appropriate principal
- Identify students who exhibit health or emotional needs and refer to the counseling staff and provide crisis intervention when necessary
- Offer comfort measures to students with minor discomforts
- Assist in the administration of medications according to physician and parent instructions; prepare related documents; communicate with physicians and parents to obtain authorization forms; notify parents of prescription refills as needed
- Coordinate with the athletic trainer to manage those students with athletic injuries and provide concussion support; serve as liaison between athletics and the academic community
- Provide first aid and emergency care on site, including accompanying students to the hospital in an emergency situation if necessary
- Maintain health clinic in a clean, orderly and safe condition; dispose of biomedical waste and hazards according to established procedures
- Maintain inventory and order supplies as necessary; prepare and restock all field trip bags and first aid kits
- Coordinate medical needs and supplies for long (overnight) field trip while working with acting field nurse; ensure well stocked field trip bag inclusive of medicines for specific students, all medical and permission to treat forms, current list of students with allergies and special health conditions of concern
- Ensure medications are secured in locked cabinets
- Maintain student health records including treatment records/logs, immunization records, handicap and allergy information; enter information into database system while assuring confidentiality at all times

Essential Functions continued:

- Ensure all health information is documented clearly, accurately, and legally
- Receive and review any student health files incoming from other schools; communicate with other schools as needed to clarify or obtain the necessary information when needed
- Maintain immunization records by verifying that each student has the immunizations required by Georgia law upon entering any grade, kindergarten through the 12th grade or has a notarized religious exemption form
- Perform yearly assessment of all Kindergarten, 7th grade and 11th grade students to assure current complete immunization records or notarized religious exemption forms per Georgia Department of Public Health regulations
- Submit records for all Kindergarten, 7th grade and 11th grade students for review to Fulton County Department of Health and Wellness
- Review records of new students and notify parents of need for follow-up immunizations; prepare letters or exclusion notices and notify parents as appropriate; track all missing information and monitor all requests sent home, such as for immunization records
- Prepare and submit when applicable an “Accident Claim Form” to the school’s business office for any accident occurring during routine school hours that requires medical attention or any services by a physician or health care facility; follow-up on any accident claim forms distributed to teachers or coaches that witnessed the incident
- Perform a variety of clerical duties including copying, reports, correspondence, forms, notices, and referrals
- Inventory and order supplies staying within budget allocated for health clinic purchasing
- Promote principles of health and safety within the school; provide wellness education and services to school staff
- Conduct in-service training programs to instruct school personnel in proper first aid, bloodborne pathogen protocol, epi-pen use, etc.
- Assist in teaching basic CPR and the proper use of an AED to teachers and staff
- Maintain professional standing through required continuing education to increase professional competence and to meet personal needs and goals
- Maintain confidentiality by respecting the privacy of students, parents, and staff in the health clinic
- Maintain up-to-date knowledge of school health procedures and current trends in school nursing
- Participate in school events as required

Additional Responsibilities:

- Have a personal relationship with Jesus Christ
- Sign the Fellowship Christian School Statement of Faith
- Acknowledge and understand Fellowship Christian School’s mission statement
- Be a Christ follower whose relationship is defined by having received Christ as Savior and a pursuit of spiritual growth
- Wear proper attire, consistent with school’s dress code, at all times and to maintain positive attitude and appearance in accordance with school standards
- Maintain high level of personal hygiene and cleanliness at all times
- Report inappropriate behavior to school administration in order to maintain a safe learning environment
- Make a constructive effort to protect all students from conduct detrimental to learning, health or safety
- Abide by and comply with all school policies and regulations
- Perform other duties as needed/assigned by the high school principal or head of school
- Respond to health related emergencies if needed at any time during the routine work day
- Serve as back-up resource for high school receptionist

Qualifications:

- Bachelor’s degree or graduate certification from an accredited nursing program
- One year of medical/clinical experience as a Registered Nurse, with focus in pediatric or adolescent care
- Current, valid state license as a Registered Nurse
- Valid Advanced First Aid and AED/CPR certificate issued by an authorized agency
- Three years of experience working in a school setting
- Ability to work independently and carry out standing orders
- Working knowledge of school policies, procedures and practices related to health issues, medical terminology and related activities
- Knowledge of state regulations concerning immunization of school-aged children and other applicable laws
- Ability to read, explain and follow rules, regulations, policies and procedures

Qualifications continued:

- Solid computer skills including working knowledge of Word, Outlook, and the Internet; Knowledge of RenWeb Software Systems helpful
- Strong organizational skills for multitasking and prioritizing responsibilities as situations arise
- Must be able to work intuitively and independently to carry out the mission of the school as a whole
- Demonstrated leadership skills as well as excellent interpersonal and communication skills in order to successfully interact with diverse staff, faculty, students, and other constituents of the school
- Must have the ability to work in a school environment by successfully passing the school mandated background check process
- Possess a valid state driver's license
- Positive appearance, attitude and presentation with a strict sense of confidentiality
- Regular and consistent attendance and punctuality is required and as condition of employment

Physical Qualifications:

- Standing/sitting for long periods of time
- Use of hands and fingers for manipulation, using medical equipment and to perform first aid and CPR
- Must hear with accuracy to exchange information in person or on the telephone
- Specific vision abilities required include close vision, distance vision, color vision and depth perception
- Must use hands, arms, and fingers to reach for, grasp, and feel
- Regularly required to listen, physically direct, and speak
- Position requires mobility, including bending, lifting (up to 25 lbs.), pushing, walking, crouching, crawling
- Must be capable of occasionally carrying and moving small objects

Working Environment:

- While performing the duties of job, the employee regularly is exposed to contact with blood or other body fluids
- The employee may be exposed to blood-borne pathogens and communicable diseases
- The employee may be exposed to chemicals including antiseptics and disinfectants
- The employee may be regularly exposed to biomedical waste and hazards
- Variations in noise level may occur with telephones ringing, personal interruptions, and background noise from activity in the reception area
- The environment may be stressful and hectic at times with frequent interruptions, multiple distractions, and changing priorities
- The work usually takes place in a clean, pleasant and comfortable office setting

Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.