

ROSSVILLE CONSOLIDATED SCHOOL DISTRICT
JOB DESCRIPTION

Job Title: Classified - Nurse
Reports To: Building Principals
Approved By: Board of Education

Approval Date: June 9, 2020

A. Role:

The school nurse serves in a pivotal role in providing expertise and oversight for the provision of school health services and the promotion of health education. Using clinical knowledge and judgment, the school nurse provides health care to students and staff, performs health screenings, and coordinates referrals to the medical home or private healthcare provider. The school nurse serves as a liaison between school personnel, family, community, and healthcare providers to advocate for health care and a healthy school environment (American Nurses Association & National Association of School Nurses [ANA & NASN], 2011).

B. General Responsibilities:

The school nurse is responsible for planning, implementing, evaluating, and coordinating school health services; assessing the health needs of students; developing and implementing IHPs (Individual Health Plans) and emergency care plans; complying with federal and state laws related to student health issues; providing appropriate care for ill, injured, or medically challenged students; and facilitating health screenings to insure school complies with state-regulated mandates.

C. Essential Functions:

1. Conduct and perform health services and screening activities as required by law and/or board policies; notify parents when additional medical evaluation is needed.
2. Establish procedures for the prevention and control of communicable diseases in the School Corporation.
3. Assist with the development and implementation of the school's emergency health and crisis plan if consulted.
4. Serve as liaison between student, family, and community as required.
5. Serve as a medical resource to administrators, school personnel, students, and their parents/families.
6. The nurse shall document, compile, and report vision/hearing screenings and immunization compliance to the Indiana Department of Education for end of the year school health report.

7. Maintain all health records and update cumulative record folders as required.
8. Conduct individual/classroom scalp inspection as needed at the discretion of the Principal, teacher, and nurse.
9. Assess, plan, and evaluate school health program periodically and suggest needed changes.
10. Inform and educate school health personnel of community health problems.
11. Provide education, counseling, training, and guidance on health-related topics for staff, students, parents, and community as needed.
12. Maintain a positive relationship with administrators, staff, parents, and students.
13. Provide emergency care for illness or injury occurring during school hours according to established school policy.
14. Keep the administration informed of changes regarding health care standards and provide recommendations as needed.
15. As warranted by the building administrator, the nurse may make home visits as required for communicable disease control and health purposes.
16. Serve as a resource person in matters pertaining to health when teachers are planning their curriculum.
17. Notify Principal or his/her designee of any student who appears to be under the influence of alcohol or drugs; assist and evaluate students as needed.
18. Inform Principal of all injuries requiring an accident report; assist in completing all accident report forms and submit to the corporation secretary.
19. Review field trip list; send first aid kit and any necessary student medications with the teacher.
20. Collaborate with the multidisciplinary team regarding health accommodations for students requiring 504s or IEPs; plan, develop, and implement all medically necessary IHPs (Individual Healthcare Plans).

21. Maintain in a professional and organized manner all facets of health clinic management including but not limited to ordering and stocking supplies and materials as needed; maintaining, reviewing, and updating all standard forms for the school health clinic; ensuring emergency medical supplies (such as Epi-Pens and inhalers) are clearly marked for school personnel, and maintaining a variety of health-related records (e.g., student health care plans, emergency action plans, staff training information).
22. Educate and train staff regarding specific health conditions (e.g., diabetes, allergies, asthma, etc.) to prepare staff to deal with students with chronic health conditions effectively.
23. Promote health through education and counseling; 5th-grade maturation and development; dental hygiene teaching; other programs as requested by Principal and staff.
24. Be available for emergency calls when needed.
25. The nurse shall perform other duties, as assigned by the superintendent, or out of necessity to fulfill the requirements of the position.
26. Provide health/wellness learning opportunities for staff.
27. The School Nurse shall perform other duties as assigned by the Principal or out of the necessity to fulfill the requirements of the position.