

MADISON COUNTY SCHOOLS
Job Description

CLASS TITLE: SCHOOL NURSE

REPORTS TO: District Nurse or Designee

EXEMPT STATUS: Non-Exempt

APPROVED: January 14, 2016- Order #2016-1720

BASIC FUNCTION:

Perform specialized work including various nursing procedures within scope of practice relating to students in a school setting and public health population-centered activities. Administer first aid according to established procedures; conduct a variety of health screenings; prepare and maintain accurate student medical records.

REPRESENTATIVE DUTIES:

- Nursing Assessment of health problems with referral to Local Health Care Provider as needed
- Case management of students with Chronic Health Care Needs and those needing Emergency
- Action Plans, which may include treatment and coverage of diabetics, seizures, asthma and severe allergic reactions, etc.
- KDE-Special Education mandated screenings
- Immunization Consultation for Compliance
- Medication delegation and training, which includes log review, follow-up and oversight
- Health Condition Inventory with documentation in Infinite Campus and condition flags placed and updated for students with health conditions
- Vision screenings for IEP/ARCs, as time permits
- Communicable Disease Surveillance
- Provides patient education/teaching on a variety of preventive health topics.
- Responsible for electronic medical documentation in Infinite Campus following program standards.
- Assures patient or legal guardian consent for treatment and release of information signatures when indicated, following program standards
- Maintain regular attendance.
- Perform other duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- First aid, CPR and nursing practices and procedures.
- Various health-screening practices, procedures and techniques.
- Oral and written communication skills.
- Record-keeping techniques.

- Policies and objectives of assigned program and activities.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Contagious diseases.

ABILITY TO:

- Administer first aid according to established procedures.
- Conduct variety of health screenings.
- Prepare and maintain accurate student medical records.
- Make referrals and perform follow-up.
- Maintain medical equipment in proper working condition.
- Understand and follow written prescriptions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain current knowledge of technological advances in the field.
- Complete work with many interruptions.
- Determine appropriate action within clearly defined guidelines.
- Observe health and safety regulations.

PHYSICAL DEMANDS

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

- Bachelor of Science in Nursing (BSN) or Associate of Science in Nursing (ADN)
- One year pediatric clinical work experience preferred.
- Preference may be given to nurses who have worked as a school nurse in the state of Kentucky and have completed the Kentucky Department of Public Health PEDIATRIC WELL CHILD TRAINING.

CERTIFICATION REQUIREMENTS (ALL)

- Valid Kentucky RN License
- Valid CPR Certification
- Valid Motor Vehicle Operators License