



School Nurse

Reports To: Building Principal(s)

SUMMARY

The school nurse serves in a pivotal role that bridges health care and education. Grounded by standards of practice, services provided by the school nurse include leadership, community/public health care coordination and quality improvement.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for evidence-based care of staff and students in accordance with the Wyoming State Board of Nursing and State of Wyoming's policies and regulations.
- Student Services
 - Promotes and protects the optimal health status of children.
 - Participates as the Health team specialist on the child education evaluation team to develop the Individualized Education Program (IEP).
 - Provides health assessments.
 - Obtains a health and developmental history.
 - Screens and evaluates findings of deficit in vision, hearing, growth, etc.
 - Develops and implements a health plan.
 - Interprets the health status of pupils to parents and school personnel.
 - Initiates referrals to parents, school personnel and community health resources for intervention, remediation and follow-through.
 - Provides on-going health counseling with pupils, parents, school personnel and health agencies.
 - Recommends and helps to implement modification of school programs to meet students' health needs.
 - Utilizes existing health resources to provide appropriate care of students.
 - Participates in home visits to assess the family's needs as related to the child's health.
 - Provides health education.
 - Provides direct health education and health counseling to assist students and families in making decisions on health and lifestyles that affect health.
 - Participates in health education, directly and indirectly, for the improvement of health by teaching persons to become more assertive health consumers and to assume greater responsibility for their own health.
 - Counsels with students concerning health conditions, mental health issues, problems such as pregnancy, sexually transmitted diseases and substance abuse, in order to facilitate responsible decision-making practices.
 - Serves as a resource person to the teachers and administrators in health instruction.
- Record Keeping

- o Maintains, evaluates and interprets cumulative health data to accommodate individual needs of students.
- o Promotes and maintains confidentiality of student health records per LCSD #2 policy.
- o Responsible for all student immunization records and reporting in compliance with the Wyoming Immunization Department rules and regulations.
- District Planning
 - o Plans and implements school health management protocols for the child with special health needs, including the administration of medication.
 - o Develops procedures and provides for crisis intervention for acute illness, injury, emotional disturbances and emergencies.
 - o Promotes and assists in the control of communicable diseases through preventative immunization programs, early detection, surveillance reporting and follow-up of contagious diseases of students and staff.
 - o Coordinates school and community health activities and serves as a liaison between the home, school and community.
 - o Acts as a resource person in promoting health careers.
 - o Engages in evaluation of school health services.
 - o Assists in the formation of health policies, goals and objectives for the school district.
- Staff Services
 - o Provides health counseling for staff.
 - o Provides CPR and First Aid classes as requested.
 - o Assists in training and educating those delegated by the Principal(s) to assist students with health needs, including Unlicensed Assistive Personnel (UAP), to meet student health needs.
 - o Maintains and facilitates Hepatitis B vaccinations for staff according to LCSD#2 policy.

QUALIFICATIONS

- **Education:** Bachelor's Degree or higher from an accredited college or university in nursing.
- **Language Skills:** Ability to respond to common inquiries from parents, patrons or staff. Ability to prepare clear, concise, grammatically correct letters, memos and other written documents. Ability to communicate effectively both verbally and in writing.
- **Computer Skills:** Proficient in the use of MS Word, MS Excel, Google Suite, email and standard office equipment.
- **Other Skills and Abilities:** Appropriately communicate with students, parents, District staff and members of the community. Ability to exercise mature and professional judgment while dealing with others and working in a dynamic environment. Ability to be flexible, organized and take initiative. Exhibit a willingness to seek cooperative working relationships with district staff, participate in planned meetings and district trainings, as well as grow professionally. Maintain confidentiality of information concerning colleagues, students and parents.
- **Certificates, Licenses, Registrations:** Must be a licensed Registered Nurse in the State of Wyoming. Seclusion and Restraint certification is also required, which will be provided by the District. Must have a valid Driver's License and a clear driving record. Must agree to and clear a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

Work is generally performed in a nursing office, requiring the frequent use of communication equipment and computers. Need to have the visual acuity and stamina to work at a computer frequently. This position will require some travel around the District.

Performing the job duties of this position requires the following physical demands: Some lifting, carrying,

bending, stooping, kneeling and sitting. The employee may encounter situations where students are physically aggressive and verbally abusive. This may require physical interaction between the employee and student. The noise level in the work environment is usually moderate. The employee is frequently exposed to infection at a greater risk than the average person. May be directly responsible for the safety, well-being and/or output of students.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. The District may add to, modify or delete any aspect of this job at any time as it deems advisable.