

# SEDALIA SCHOOL DISTRICT #200

**Job Title:**     **Health: LPN**

## **Job Overview**

- LPN Salary schedule
- Hourly paid on demand
- Reviewed annually with recommendation for re-employment in May
- Reports to Health Coordinator and Building Principal

## **Qualifications**

- Licensed Practical Nurse (L.P.N.)
- Graduate of an accredited school of nursing and licensed to practice in the State of Missouri
- Prior work in public school, public health or related fields preferred
- Knowledge in computers and office equipment.
- Ability to file and keep accurate records.
- Excellent human relations skills and experience working with school age children.
- Work well with others.
- Maintain confidentiality in all aspects.
- Understanding of the role of health services and the public school's relationship to the community and the people served.
- Ability to organize and plan effectively.
- Effective communication skills.
- Possess an ethical and professional attitude toward colleagues and the policies of the district.

## **Other Working Conditions**

- Vacation, leave policies and fringe benefits as stated in Board policies
- Be a member and participant in the activities of professional organizations
- Work cooperatively with administration and staff throughout the district

## **Responsibilities and Duties**

- Daily operation of the assigned health room, maintained in a clean, orderly, professional manner and stocked with all medical supplies
- Maintain accurate student health records separate from academic record stored in a locked fire-resistant file cabinet
- Obtain written authorization for release of information to outside agency (immunization records can be shared legally in Missouri)
- Maintain a confidential current health list, by grade in the health office. Provides a copy to the district health coordinator
- Perform general office procedures up to and including requested reports and statistical information needed for planning and evaluating the school health program
- Administer first aid to ill or injured students and staff according to the guidelines set forth by the District Health Services Manual
- Refers to the Recommended Procedures for Emergency Care of Illness and Injuries when providing first aid, contacting the district health coordinator when appropriate
- Coordinates any health room assistants or volunteers and assists with training of substitute health clerks
- Applies appropriate theory as basis for decision-making in nursing practice in the school setting for nursing management of: common acute and chronic physical conditions of childhood and adolescence, child and

adolescent injuries, child abuse and neglect, adolescent pregnancy, childhood and adolescent substance abuse, poverty and racism and their effects on the child development and child health, environmental health issues

- Collects information about the health and developmental status of the student in a systematic and continuous manner in order to make a nursing assessment and establish priority for action
- Collaborates with the district health coordinator in establishing a nursing diagnosis and developing an I.H.P. (Individualized Healthcare Plan), with specific goals and nursing interventions, on each student with a special health need. Interprets any medical finding to the student, the parent, and appropriate school personnel. Recommendations for modification of the educational program will be made in consultation with the district health coordinator and will be communicated to all appropriate school personnel
- Intervenes as guided by the nursing care plan to implement nursing actions that promote, maintain or restore health, prevent illness and effect rehabilitation
- Assesses student response to nursing actions in order to revise the database and nursing care plan and to determine progress made toward goal achievement
- Assists students and staff with health maintenance needs. When appropriate, notifies the parent or designated responsible person regarding the health status of the student. Promotes wellness and self-care
- Arranges and assists with the presentation of faculty and/or administrator training sessions regarding health topics affecting the lives of students or staff
- Assists in developing the IEP (Individual Educational Program) for students when indicated by their health and/or developmental status. Interprets any medical findings to the student, the parent and appropriate school personnel. Recommendations for modification of the educational program will be made in consultation with the district health coordinator and will be communicated to all appropriate school personnel
- Acts as a liaison between administrators, faculty, parents and community agencies to meet increasing health care needs
- Coordinates the planning for the physical needs of handicapped students
- Makes referrals and follow-ups on individual health concerns by telephone, written reports, or personal conference with parents and/or medical personnel
- Assists in identifying and reporting suspected child abuse/neglect
- Communicates all pertinent or new health information, accidents, incidents, and/or communicable diseases to the district health coordinator. Communicates with appropriate school personnel regarding health concerns of students. Sends an updated confidential health list to the district health coordinator with each change or addition
- Maintains strict confidentiality, communicating health issues only to the health coordinator and to those personnel who have a need to know. Obtains written authorization for release of information to outside agency
- Interprets immunization laws to parents and school personnel. Maintains a computer base of immunization records for all students to assure compliance with all state regulations. Assesses each student's status and notifies parents of any deficiencies
- Assists with the district program for communicable disease controls prescribed by the State Department of Health and the school district: communicates with faculty, staff and students regarding universal precautions, follows procedure for excluding students with communicable diseases, arranges for isolation of ill students who are to be excluded, reports all trends or outbreaks to the district's health coordinator
- Inform district health coordinator of all significant incidents and or communicable diseases in a timely manner
- Follows guidelines set forth by the district policy when deciding on student exclusion
- Assist students and staff with health maintenance needs, notifying parents or designated responsible person regarding health status of the student
- Monitors communicable and nuisance diseases, reporting trends or outbreaks to the district health coordinator

- Maintain strict confidentiality, communication health issues only to the district health coordinator and to those personnel who are determined to have a need to know
- Maintain daily log of student and staff visitations to the health room, including visitor's name, time of visit, symptoms, interventions and disposition of care
- Monitors compliance with immunization laws up to and including student records by grade on health folder and computer database. Contact district health coordinator regarding student exclusion for noncompliance
- Administers appropriate medications in accordance with the district policy guidelines and under the supervision of the district health coordinator
- Plans, conducts and/or facilitates building and/or district screening programs, in cooperation with the health coordinator, to identify health deficits of students. Observes for deviations from normal growth and counsels with parents and students when appropriate for referral and follow-up activities. Performs re-screenings and makes referrals based on criteria in the District Health Services Manual. Documents all screening information in the permanent health record.
- Serves as a consultant and resource person for the health education needs of the building. Consults with the health coordinator for appropriate medical information. Obtains approval of all handouts from the health coordinator before distribution to students or staff
- Is alert to the school environment for safety hazards and sanitary conditions. Reports any concerns or trends to the building principal and/or health coordinator, as appropriate
- Uses direct health services as a vehicle for individual health education and counseling with students
- Assists teachers and/or health coordinator in presenting health instruction in the classroom
- Serves on school student assistance teams. Conducts group meetings for students, staff or parent regarding particular health issues
- Promotes the application of health principles within the area of school services (food service, custodial, etc.)
- Provide outreach, referral and assistance to MoHealthNet eligible and potentially eligible children and their families
- Participates in the development, implementation and revision of policies, procedures and standards for the school health program. Evaluates nursing assessment, health screenings and care given in accordance with state and district guidelines. Provides input into district health programs and evaluations
- Work cooperatively with the directors, district coordinators and administrators in the supervision and coordination of the respective programs
- Participates in faculty meetings and activities of professional development
- Follows the policies and procedures of the school district
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the Building Principal or District Health Coordinator

#### **DISCLAIMER**

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.