



Boyle County Schools - JOB DESCRIPTION

101 Citation Drive, Suite C | Danville, Kentucky 40422 | 859.236.6634

POSITION: School Health Nurse: RN (ADN), LPN

SCHOOL / DEPT: Student Services / District Health

EVALUATOR: District Health Coordinator

SALARY SCHEDULE: School Health Nurse

APPROVED BY: Boyle County Board of Education **DATE:** May 2024

ABOUT US

Kids come first at Boyle County Schools. We're proud to employ a team of educators and staff who strive for excellence, crave innovation and look for ways to provide students with personalized learning environments. A state and national leader in education, Boyle County Schools elevates more than 2,700 students to the highest levels of achievement through growth in academics, the arts and athletics.

ABOUT THE POSITION

The School Health Nurse assists in providing the fullest possible educational opportunity for each student in the district by reducing health-related barriers to learning. The School Health Nurse offers specialized care, within the permitted scope of practice, including various nursing procedures relating to students in a school setting and public health population-centered activities. School Health Nurses administer first aid according to established procedures, conduct a variety of health screenings, prepare and maintain accurate student medical records and work to reduce health-related barriers students may encounter.

JOB QUALIFICATIONS

This position requires:

- Associate of Science in Nursing (ADN) or certificate in practical nursing from an accredited nursing training program.
- Valid Kentucky license to practice as a Registered Nurse (RN) or Practical Nursing (LPN).
- Valid CPR Certification.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following are listed for reference. Success will involve the ongoing demonstration of desire and ability to perform responsibilities effectively, efficiently, pleasantly and with a focus on student success.

- Assist in providing health services in all schools to promote wellness and disease prevention by early detection of health problems that interfere with learning.
- Participate in the implementation of the School Health policies and procedures.
- Assist in identification of pupils with physical, emotional, or mental health needs and works per protocol toward the solution of these problems by making appropriate referrals.
- Perform comprehensive and focused physical examinations.
- Within the nurse's scope of practice and state laws, trains and delegates to unlicensed school personnel medication administration and/or the delivery of health services as ordered by a licensed healthcare provider. Delegation to others involves initial assessment, training, competency validation, supervision and evaluation by the school nurse.

- Assist students and their parents in managing student chronic health problems through developing an Individual Health Plan (IHP) for children with chronic disease.
- Coordinate care and student emergency action plans related to diabetes, seizures, asthma, allergies and use of emergency medications, i.e. Epi-Pen, Glucagon and Diastat.
- Report to the District Health Coordinator, parents, school staff, health care providers, clinics and other agencies on school medical matters.
- Serve as a resource person to school personnel, pupils, parents, health care providers, and various organizations.
- Assist in maintaining up-to-date cumulative health records on all students, including immunizations, TB skin tests as indicated, and physical examinations. Follow procedures when records are invalid or deficient. Assist in conduction of periodic follow-up checks.
- Assist in the preparation of health reports. Oversee the collection of health data and submission of health reports to the local health department for immunizations and KDE for school health services.
- Assist in conducting initial assessment, intervention, and evaluation of students and/or staff members relative to illness or injury and provide appropriate medical treatment according to scope of practice, policies and procedures.
- Participate with school staff in developing and implementing a Coordinated School Health program.
- Assist with the program for handicapped or chronically ill and aids in the appropriate placement of students with exceptional needs.
- Provide specialized health procedures appropriate to the student's handicap, and give support to parents and teachers of these students.
- Serve on advisory committees/consultation for health accommodations necessary to support student individual education care plans, (i.e. 504 & IEP).
- Assist in prevention and control of communicable diseases.
- Assist in maintaining a first aid station in all schools.
- Coordinate and conduct routine and special education screenings; initiate referrals according to school board policy and state mandates.
- Maintain adequate stock of first aid supplies, ensure medical equipment is in proper working order and perform monthly checks.
- Maintain professional appearance.
- Work on exclusion and readmission of students with infections and contagious diseases as outlined in board policy.
- Attend committee meetings and conferences regarding health services and curriculum when appropriate.
- Assist families in making appropriate social agency contacts when necessary. Works with various health agencies in the community when implementing health services.
- Follow district policy in the investigation of physical or sexual abuse and neglect.
- Adhere to district policy regarding confidentiality on all student health matters and records.
- Ensure medications are stored and administered in alliance with district policies and procedures.
- Efficiently participate in Medicaid claiming as directed and applicable.
- Teach CPR and first aid classes to staff members.
- Assist with annual blood-borne pathogen updates at schools.
- Strict adherence to the Policies and Procedures of the Boyle County Board of Education, the Employee Handbook and Kentucky Revised Statutes.
- Fulfilling contractual obligation of days and hours worked.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES: Supervises students in their care when receiving medical assistance.

WORKING CONDITIONS

- Regularly required to use hands for simple grasping and fine manipulatives.
- Regularly required to communicate effectively using speech, vision and hearing.
- Frequently required to stand; walk; and stoop, kneel, crouch, or crawl.
- Occasionally required to sit and climb or balance. Occasionally lift and/or move up to 50 pounds.

- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Occasionally exposed to outside weather conditions.
- The noise level in the work environment is usually loud.

DISCLAIMERS AND OTHER PERTINENT INFORMATION

- The work environment described is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.
- This document does not create an employment contract, implied or otherwise.