

**TRUSSVILLE CITY SCHOOLS  
JOB DESCRIPTION**

**POSITION TITLE:** School Nurse

**QUALIFICATIONS:** Possess a valid current license to practice nursing in the State of Alabama; Graduated from an accredited school of nursing approved by the Alabama Board of Nursing; Earned an associate degree; and possess current CPR certification.

**JOB GOAL:** Provide health services to students within the school system according to the accepted Standards of School Nursing Practice as published by the American Nurses Association and the National Association of School Nurses; The practice of school nursing shall be within the Guidelines and Nurse Practice Act published by the Alabama Board of Nursing.

**REPORTS TO:** School Principal

**EVALUATION:** Trussville Board of Education Personnel Evaluation Plan

**PERFORMANCE RESPONSIBILITIES:**

1. Provide, but not limited to, direct student/patient care which includes first aid care, administering medication, performing invasive procedures and specific tasks that require independent nursing judgement or intervention.
2. Provide, but not limited to, health appraisal of students and make necessary referrals in the areas of vision, hearing, dental, physical disability, and scoliosis, according to the health services policies and procedures.
3. Consistently uses aseptic techniques when preparing medications.
4. Administers medication according to policies, procedures, and guidelines.
5. Check students for head lice as indicated and instruct parents in correct treatment of condition.
6. Obtain information on student's past and present health history utilizing all available sources of information and correctly enter information in an electronic patient history record and maintaining the health records of students.
7. Complete health care plans and emergency care plans for students and review at least annually.
8. Monitors equipment, supplies and materials for school health clinic.
9. Monitors medications and other materials and supplies for expiration dates.
10. Maintain security of school health supplies and materials.
11. Prepare health reports for supervisor, Board of Education, health department, and State Department of Education as required.
12. Provide resources to school personnel on health and safety issues.
13. Provide professional learning on health related topics for school personnel.
14. Provide training for medication assistants and evaluate their performance in compliance with policies, procedures, and guidelines in the administration of medication to students.
15. Maintain the privacy and confidentiality of student's health information.
16. Any other reasonable and equitable job-related duties as assigned by the school nurse supervisor.