



Capital School District

Board of Education Policy

Section: Human Resources
Title: School Nurses
Policy #: 500-13
Date Approved: 11/14/12
Date Revised: 08/15/12

Purpose:

To provide information on the hiring and assignment of school nurses.

ASSIGNMENT OF NURSES

All nurses employed by the Capital School District shall be “registered” according to the laws of the State of Delaware. Upon initial employment, nurse shall present his/her registration to the Supervisor of Personnel as part of her pre-employment.

CREDENTIALS

All nurses who are employed by the District shall be required to meet the course requirement as required by the State of Delaware Department of Education.

CERTIFICATION REQUIREMENTS

It is understood should nurses be deficient in courses at the time of employment, that they would be advised of course requirements in order to work in an educational institution within the state.

Nurses are assigned to the Capital School District according to the state unit ratio.

SALARY AND CONTRACT

All school nurses in the Capital School District shall work 188 days on the annual contract. They shall receive the salary that is mandated by the State plus the local salary supplement that is passed by the Board of Education. Nurses shall receive all benefits that are determined to be appropriate for professional personnel in the District.

RESPONSIBILITIES

The Capital School District Board of Education adopts the following responsibilities for all Capital School District nurses.

1. Maintain all school and state required health forms and records.
2. Cooperate with the administration in planning and executing preventative and corrective health programs and surveys.
3. Administer routine first aid by acceptable standards.
4. Care for all students who become ill at school until such time as they may be excluded from school.
5. Cooperate with agencies concerning students on topics of student health.
6. Follow procedure for excluding students to the appropriate institution when they are ill or injured.
7. Assist teachers with any health problems of students they may have under their supervision.
8. Plan teacher-nurse conferences, as they are required.
9. Cooperate in attending district meetings of a coordinative and inservice nature.
10. Carry out all programs which shall have been assigned to nurses as standard routine procedure.
11. Refrain from administering medical treatment in any form except at the written direction of a physician (M.D.).
12. To keep a current list of all children who have unique medical or health situations.
13. Nurses cooperate with the administration in informing parents of good health practices and of the health program in the school through individual nurse/parent conferences and by participating in program planned by the administration to orient parents to school.