SOUTHINGTON PUBLIC SCHOOLS
JOB DESCRIPTION

TITLE: **LICENSED PRACTICAL NURSE**

QUALIFICATIONS:

1. Graduate of accredited educational program for License Practical Nurse.
2. Holds valid LPN license from State Department of Public Health to practice professional nursing.
3. Successful completion of a minimum of one year of nursing care. School nursing, pediatric, adolescent, public health nursing or nursing involving acute pediatric care of children (operating room, recovery room, ICU, emergency department) experience is preferred.
4. Active CPR certification.
5. Current knowledge of pediatric pharmacology including but not limited to insulin, Diazepam, Epinephrine, and Albuterol inhalers.

REPORTS TO:

Building Principal and Nursing Supervisor

JOB GOAL:

To assist the lead nurse and building administration to provide the most immediate and intelligent care possible in the event of illness or injury at school, and to implement the health regulations of the State of Connecticut and the Southington Board of Education. The Licensed Practical Nurse will assist the lead nurse in all student visits and office tasks delegated within their scope of practice.

PERFORMANCE RESPONSIBILITIES:

Under the supervision of a qualified Registered Nurse, the lead RN assigned to the building, or the district nursing supervisor, the Licensed Practical Nurse will:

1. Provide first aid and care of sudden illness for students and personnel at school.
2. Maintain individual pupil health records and perform or assist in the administration of all needed health screenings including hearing, vision, and postural screenings as required.
3. Maintain confidentiality of student and family health information.
4. Adapt to changing health care guidelines related to school nursing and assist the lead nurse with the implementation of changes in practice, policy, or protocol, under the guidance of the school nursing supervisor, town medical advisor, and the State of Connecticut Department of Health.
5. Identify, refer, and implement nursing care plans developed by the lead nurse as ordered for students with special health care needs.

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6. Maintain current knowledge of mental health disorders and pediatric medical conditions that include but are not limited to diabetes, epilepsy, asthma, anaphylaxis, ADHD, depression, and suicide, eating disorders, and child abuse/neglect, including the school nurse role as a mandated reporter.
7. Collaborate with other school professionals, parents, and caregivers, to meet the health, developmental and educational needs of students, acting as an advocate in interdisciplinary matters and functioning as a school-home liaison regarding health concerns.
8. Coordinate with the physical education staff on all physical education exclusions or restrictions, and process sports physicals.
9. Implement medically related counseling referrals with the lead nurse.
10. Administer medications in keeping with the Board of Education policy and state guidelines.
11. Assist with the preparation and distribution of confidential reports annually.
12. Assist with the preparation and completion of annual state surveys.
13. Assist with the review of student health information, medication processing, and packing of medications, medical and first aid supplies, for field trips.
14. Report communicable diseases to the Nursing Supervisor and Department of Public Health as needed.
15. Assist the teaching staff as a resource in the classroom and school building health activities as requested.
16. Work collaboratively with the lead nurse and building administration to coordinate the routine practice and evaluation of periodic emergency care procedures, current health care issues, and other relevant subjects.
17. Administer medications in keeping with the Board of Education policies and state guidelines.

18. Assist with the ordering and stocking of necessary health supplies and assist with coordinating the maintenance of medical equipment.
19. Maintain regular communication with Nursing Supervisor, as well as attend in-service, professional development, and regular nursing staff meetings as scheduled to continually update skills and knowledge related to school nursing.

PHYSICAL DEMANDS

1. Must be able to move about inside the office/building to access file cabinets, office equipment, etc.
2. Must be able to remain in stationary position 50% of the time.
3. Ability to communicate information and ideas accurately.
4. Must be able to constantly use motor skills for writing and operating computer and other office, medical equipment.
5. Must possess the ability to exert up to 50 pounds to move/assist with patients and/or objects.
6. Must possess the ability to multitask and complete tasks/functions in an environment with constant interruptions.

TERMS OF EMPLOYMENT:

In accordance with collective bargaining agreement with Local 1303-140 of Council 4 AFSCME in the Southington Board of Education.

EVALUATION:

Performance of this job will be evaluated annually by the nursing supervisor, building principal and/or Director of Pupil Services.