

SCHOOL NURSE

Purpose Statement

The job of School Nurse was established for the purpose/s of meeting the individual health needs of students; incorporating health care plans directed by physicians; complying with the laws relating to student health, including parental and guardian consent; providing appropriate care for ill, medically fragile and/or injured students; providing health information and serving as a resource to teachers, staff, and administrators; and identifying health problems for referral for proper treatment.

This job reports to Principal

Essential Functions

- Acts as a liaison between children, families and health care resources for the purpose of accessing and coordinating necessary health care agencies/programs.
- Administers first aid, medication, specialized medical treatment, vision, dental and/or back/scoliosis screenings, etc. for the purpose of providing appropriate care for ill, medically fragile and/or injured children.
- Assesses situations involving students' safety, abuse (physical, sexual, drug) and other health related issues for the purpose of identifying problems, referring for proper treatment and complying with legal requirements.
- Audits immunization records for the purpose of ensuring that schools and families comply with established regulations.
- Collaborates with parents, students, health care providers, and/or other agencies for the purpose of promoting needed treatment, securing information and complying with legal requirements.
- Implements health care plans for children with health problems for the purpose of meeting the needs of special education students, children with chronic health problems and/or 504 accommodation requirements.
- Maintains health care plans, medical emergency cards, records (e.g. mandated screening, immunization records, etc.) for the purpose of providing information required by legal and professional standards.
- Prepares documentation (e.g. student health history, current health status, immunization reports, etc.) for the purpose of providing written support and/or conveying information.
- Provides training and/or orientation on various health related subjects or policies (e.g. CPR/First Aid, disaster preparedness, child abuse, health education, etc.) for the purpose of acting as a resource to students, teachers, and other school personnel.
- Refers students who require further medical attention for the purpose of providing needed medical/dental treatment, counseling, etc.
- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining students personal safety, a positive learning environment and adhering to Education Code, district and/or school policies.
- Reports students with contagious diseases to local public health authorities for the purpose of minimizing infection and complying with the law.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations and/or laws; applying assessment instruments; operating standard office equipment including pertinent software applications; preparing and maintaining accurate records; adhering to safety practices; administering first aid; and operating medical equipment utilized in school environment.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: providing health services in a school setting; state laws regarding sexually transmitted diseases; health standards and hazards; and stages of child development.

ABILITY is required to schedule a number of activities, meetings, and/or events; collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; establishing and maintaining effective working relationships; adhering to safety practices; and being attentive to detail.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

Experience Job related experience within specialized field is required.

Education Community College and/or Vocational School degree with study in job related area.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

- Valid Driver's License
- First Aid/CPR Certificate
- Current Wyoming RN License

Continuing Educ. / Training

Must maintain CPR Certificate; continuing education as required for state license renewal

Clearances

- Criminal Justice/Fingerprint Clearance

FLSA Status

Not Evaluated

Approval Date

Salary Grade

Nurses