

Position: School Nurse

### **Summary**

Under the direction of the Director of Student Support Services and the site administrator the Credentialed School Nurse is a pivotal member of the school or district coordinated school health and safety program and addresses the health care needs of students as they relate to education. The School Nurse is a leader in supporting student success in the multifaceted role of planner, educator, coordinator, health care provider, communicator, and advocate. The School Nurse serves as a liaison between school personnel, family, community and healthcare providers to advocate for the health needs of students and for a healthy school environment.

### **Essential Duties and Responsibilities**

1. Assesses and evaluates student health and developmental status.
2. Provides leadership in promoting health and safety, including a healthy environment.
3. Serves as a health consultant and provides educational opportunities to staff on a variety of health topics.
4. Participates on district health curriculum committees and other district health committees as requested.
5. Maintains, protects and manages confidential electronic and written student health records.
6. Provides routine and emergency direct healthcare services and referrals for students and staff while on site.
7. Counsels students and parents regarding health or school related issues and provides information and referral to the appropriate health care provider.
8. Communicates with student's primary care provider and/or designated specialists as needed to give and receive appropriate school related medical or psychological information.
9. Trains and supervises other school health staff, such as Health Clerk, LVN's, and registry nurses, who function under the license of the Credentialed School Nurse.
10. Assists with follow-up of students who have excessive absences related to health issues.
11. Assists site secretaries with ordering and maintaining school health office first aid supplies.
12. Provides instruction annually to school staff in the administration of medication, including emergency medication such as epinephrine auto-injectors, Diastat, and glucagon.
13. Designs and implements an Individualized School Health Plan, Emergency Care Plan, completes health assessments for Individual Education Plans, and consults on Section 504 Accommodation plans related to health care needs or chronic illnesses such as diabetes, epilepsy, and asthma.
14. Coordinates and/or performs federal and state mandated tasks including but not limited to, child abuse reporting, communicable disease control: prevention and follow up, CHDP physical exams, oral health exams, immunization compliance, audiometric and vision screening.
15. Provides families with referral information along with available community resources to improve access to health care.
16. Attends Student Study Team/Individualized Education Program (IEP), and School Health Re-entry meetings, as requested.
17. Collaborates with other school specialists such as the school psychologist, speech therapist,

counselor, physical therapist, and occupational therapist to help determine the appropriate level of care for students with specialized health care needs or chronic illnesses.

18. Performs home visits with families to assist in solving a health/school problem, to evaluate a student's health needs before returning to school after hospitalization and/or receiving Home and Hospital services, or to complete Health and Developmental assessments.
19. Case management for student receiving Home Hospital services.
20. Participate in re-entry meetings following a student hospitalization.

## **Qualifications**

### **Knowledge and Skills**

Requires a thorough knowledge of office practices, procedures and equipment, including filing systems, and letter and report writing. Must have strong communication skills to project a positive image of the position and the program and to convey information about the Program and detailed program information to parents and staff.

### **Abilities**

- Perform the basic function of the position.
- Maintain accurate and confidential records.
- Respond effectively to emergencies.
- Work cooperatively with students, teachers, administrators and others.
- Perform moderate lifting of students according to safety regulations.
- Meet state and district standards of professional conduct as outlined in Board Policy.

### **Physical Abilities**

Requires ambulatory ability to go to different locations. Requires speaking and hearing to communicate in person or over the phone. Requires visual acuity to read words, numbers. Requires lifting of light to moderate objects on an occasional basis and sufficient ambulatory ability to stand for sustained periods of time. May require lifting heavy objects (over 50 pounds) on a daily basis. Requires sufficient arm, hand, finger dexterity in order to operate a personal computer keyboard, typewriter, and other office equipment.

### **Education and Experience/ Licenses and Certificates**

1. Credential: Possession of a standard designated Health Services credential issued by the California Commission on Teacher Credentialing and an Audiometrist certificate is required.
2. Education: Has a minimum of a bachelor's degree in nursing, a Public Health Nurse certificate, and is a Registered Nurse licensed by the California Board of Registered Nursing.
3. Experience: Successful experience as a school nurse is desirable.

### **Working Conditions**

#### **Sample Environment:**

- Health office, classroom, or diversified special education classroom, and bus environment; drive a vehicle to conduct work.

#### **Sample Hazards:**

- May experience exposure to bodily fluids and infectious diseases.