

School Nurse – Job Description

Reports To: Principal

Qualifications:

Must have a valid RN or LPN Georgia license.

Must maintain current certification in CPR/First Aid.

Must have a minimum of two years of supervised nursing experience.

Duties:

1. Is present at work everyday, on time, and performs all duties as assigned effectively and efficiently.
2. Is neat and professional in appearance befitting the job they provide the school system.
3. Shall exhibit a professional attitude and demeanor at all times in dealing with the board, school administration, fellow employees, parents, students, and the public.
4. Ensures primary workstation and responsibilities are covered.
5. Demonstrates knowledge and proficiency in the use of computer applications as applicable to job responsibilities.
6. Maintains and manages files, records, office supplies, materials and equipment in an appropriate, accessible and current manner, including records necessary for reporting and accountability.
7. Complies with school, system, state and federal regulations and policies, including the Nursing Code of Ethics/Accountability, as related to job requirements.
8. Participates in workshops and professional learning activities and applies what is learned to the job; accepts new challenges in a professional manner.
9. Exhibits time on task and a flexible, cooperative, progressive and hard working attitude and style.
10. Reports to parents, school personnel, physicians, clinics and other agencies on school medical matters according to HIPPA confidentiality law.
11. Observes students on a regular basis to detect health needs as requested per student, parent, staff and state screenings.
12. Participates with school staff in developing and implementing total school health program.
13. Advises modifications of the educational program to meet health needs of individual students when necessary.
14. Authorizes exclusion and readmission of students in connection with infectious and contagious diseases.
15. Assists school personnel in establishing sanitary conditions in schools.
16. Provides medically prescribed interventions (e.g. mediation assistance, glucose monitoring, insulin injections, nebulizers, etc.) and provides care to ill children. Maintains daily visit log, and documents daily medications. Provides interventions in an effort to reduce the number of students who are sent home needlessly.
17. Provides first aid to students/staff and maintains documentation.
18. Coordinates and monitors the state mandates, such as immunization records including eye, ear and dental screening forms, and scoliosis screenings.

19. Performs and provides training to designated staff, procedures such as medication administration, tube feedings, catheterization, nebulizers and other MD ordered procedures.
20. Coordinates with school counselors to provide counseling and crisis intervention as needed.
21. Provides yearly staff educational training on blood borne pathogens, hand washing and good health habits.
22. Provides yearly educational updates for staff assigned as clinic back up personnel per Principal request.
23. Provides yearly update of student confidential medical list to appropriate staff and educational training.
24. Performs all other duties and responsibilities as assigned by the supervisor/principal.