

SCHOOL NURSE

TITLE: School Nurse

LOCATION: Administrative Center

SUPERVISOR: Director of Special Education

SUPERVISES: N/A

JOB SUMMARY:

The functions of the school nurse are designed to meet the health needs of students in relationship to their academic program. These include care of the sick and injured student, various health educational programs, responsibility for carrying out the various health services that are available, and most important, individual conferences with parents, teachers, and pupils about specific health problems.

The nurse is responsible for the health histories and evaluations of all students, and attends all of the psychological staffing and (IEP) conferences as a member of the Pupil Personnel Service Team

ESSENTIAL FUNCTIONS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Establishes and maintains a current cumulative health record on each student enrolled, which includes useful or required information
 - a. Excludes children per law
 - b. Sends in compliance per year per law of district children.
- Conducts vision and hearing screening on all students each year.
- Refers those students with possible defects to parents for evaluation by their family doctor.
 - a. Conducts a follow-up study on all students where corrective care is advised.
 - b. Assists teachers in making adjustments in students' programs, seating arrangements, etc., when needed.
- Confers with students and their parents regarding health problems.
 - a. Exclusion-communicable disease, pinkeye, ringworm (requires note from doctor before returning to school as noninfectious).
 - b. Secure parental and doctor permission for specific medications administered at school, routine-asthmatics, etc.
- Confers with school personnel regarding health problems of pupils. Helps interpret data recorded on health records.
 - a. A problem list per school is made, broken down by classroom/teacher.
- Assists in the prevention and control of communicable diseases and other infections.
 - a. Blood Borne Pathogens Video
 - b. Notify parents of children with children's diseases.

- Provides for proper emergency care and first aid for sudden illness or accidents incurred under school jurisdiction and accident reporting.
 - a. Every teacher is equipped with emergency kit (capable of handling simple first aide).
 - b. Have list of universal precautions.
- Keeps information available for health related occupational fields.
- Recognizes signs of deviation from good mental health and assists school personnel in obtaining diagnosis when indicates.
- Gives health guidance in all her contacts with individuals and groups in the school.
- Conducts or plans in-service health education programs for teachers.
 - a. Parents pre-kindergarten roundup
 - b. Blood Borne Pathogens Video
- Attends health oriented workshops and community programs.
- Maintains an adequate supply of health equipment and materials for each of the schools in our district.
- Conducts a yearly dental program.
- Coordinates family living program and assists teachers in establishing special programs on drug education and other health topics.
- File necessary state documents (by law) concerning immunization compliance.
- Participates cooperatively with the administrator in the evaluation process
- Other duties as assigned by the Principal and/or Superintendent.

ADDITIONAL RESPONSIBILITIES: None

PHYSICAL ACTIVITY:

Perform physical requirements which may include:

- A. Moderate to extensive degree of physical and emotional stamina
- B. Frequent and prolonged standing, walking and sitting
- C. Ability to restrain students in emergency situations
- D. Frequent and prolonged talking/hearing conversations
- E. Possess near/far visual acuity/depth perception

F. Possible exposure to bodily fluids due to student injury and illnesses

WORK ENVIRONMENT: Work is performed in an environment where unusual temperature, noise and hazards are relatively nonexistent.

QUALIFICATIONS:

EDUCATION

BS in Nursing preferred

EXPERIENCE

Experience developing care plans for students with medical needs

OTHER SKILLS AND ABILITIES:

- Excellent organizational, human relations and decision-making skills.
- Proficient in Microsoft Office.
- Correct English usage, spelling, grammar, punctuation, and fundamental mathematical calculation.

LICENSES/CREDENTIAL:

Licensed in Illinois as a School Nurse or
Licensed as a registered nurse in Illinois

TERMS OF EMPLOYMENT: Salary is based on market comparisons as determined by negotiations with the bargaining unit. The work year is 180 days.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of professional staff.