

SCHOOL NURSE

Purpose Statement

The job of School Nurse is for the purpose/s of managing a health services program for the assessment, evaluation, maintenance and improvement of the health of students and staff; strengthening and facilitating the educational process by improving and protecting the health status of students; participating in the identification of and assisting in the removal or modification of health-related barriers to learning in individual students; promoting the prevention of illness and disability as well as early detection and correction of health problems.

Distinguishing Characteristics

This job is distinguished from similar jobs by the following characteristics: Receives general direction from the designated site principal and is responsible to the designated administrator of student health services in the development of district nursing procedures and plans. The school nurse works cooperatively with assigned school site administrators. School principals may supervise and evaluate the non-nursing/non-clinical performance only. School nurses are governed by the California Nurse Practice Act and accountable to vestures of licensure. Technical and functional supervision is provided over assigned classified staff.

This job reports to the principal.

Essential Functions

- Administers basic health care and First Aid for the purpose of providing appropriate care for ill, medically fragile and/or injured children.
- Assesses and evaluates the health and developmental status of pupils for the purpose of identifying physical disorders and other factors affecting the learning process, communicating with the primary care provider, and contributing significant information in order to modify the pupil's individualized education/health plan.
- 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.
- Conducts programs and/or activities (e.g. in-service training, hearing, vision, color vision, immunization review, scoliosis screening, etc.) for the purpose of ensuring compliance with government mandated requirements.
- Designs health maintenance plans for the purpose of addressing students' health needs and implementing health care directions from parents and/or physicians.
- Directs department functions for the purpose of prioritizing project deadlines and ensuring optimal utilization of personnel.

- Interprets the health and developmental assessment to parents, teachers, administrators, and other professionals directly concerned with the student for the purpose of serving as an advocate for those students with identified health problems and concerns.
- Maintains communication with parents and all involved community practitioners and agencies for the purpose of promoting needed treatment and securing reports of findings pertinent to educational planning.
- Maintains health care plans, medical emergency cards, immunization records of all site students for the purpose of ensuring compliance with state law and providing information required for intra-district transfer of records as needed.
- Monitors all student medications administered at school as prescribed by a physician for the purpose of ensuring compliance with state law.
- Prepares a wide variety of written materials (e.g. quantity reports, student activities, correspondence, etc.) for the purpose of documenting activities, providing written reference and/or conveying information in compliance with state law.
- Promotes the participation by district students in affordable, comprehensive health coverage programs by providing information on coverage to children of low to moderate income working families.
- Refers students and his/her parent/s or guardian/s requiring further medical attention and provides appropriate community resources of necessary services and assuring continuity of health service and care.
- Reports cases of suspected child abuse for the purpose of ensuring compliance with all related requirement of the law and provides annual training on CPS reporting procedures and bloodborne pathogens to all staff.
- Reports students with reportable contagious diseases to local public health authorities for the purpose of minimizing infection and complying with legal requirements.
- Responds to medical emergency situations for the purpose of addressing immediate safety concerns.
- Serves as the medical liaison for special education students (e.g. performing vision and hearing assessment for triennial reassessments, review the health and developmental history of each child, attending individualized education program meetings as needed, etc.) for the purpose of ensuring compliance to state mandate.
- Trains and supervises staff in performing specialized physical health care procedures (e.g. catheterizations, gavage feeding, suctioning, etc.) for the purpose of ensuring that procedures that require medically related training are performed in compliance with state law.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: training and supervising personnel performing specialized physical health care procedures; preparing and maintaining comprehensive student health records; preparing and presenting comprehensive health reports, including state-mandated reports.

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 required to satisfactorily perform the functions of the job includes: school nursing services and procedures, and principles and practice of community health nursing; total education program including an understanding of current practices and trends relating to school health and factors influencing the learning process; California Education Code relating to the responsibilities of a school nurse.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: interpreting the school health program and its services to the community; conducting health appraisals and screenings; responding effectively to emergency medical situations; and establishing and maintaining cooperative professional working relationships.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the Organization's services.

Experience Job related experience within specialized field is required.

Education Bachelors degree from an accredited college or university in job related area.

WORKING CONDITIONS

ENVIRONMENT:

Office and outdoor environment.
Minimal temperature variations.

PHYSICAL DEMANDS:

Significant lifting, carrying, pushing, and/or pulling.
Some stooping, kneeling, crouching, and/or crawling.
Hearing and speaking to exchange information; visual acuity.
Significant fine finger dexterity.
Generally the job requires 50% sitting, 25% walking, and 25% standing.

HAZARDS:

Exposure to blood and body fluids.

Required Testing

None Specified

Certificates

Valid California Nursing License issued by the Board of Registered Nursing
Valid Cardiopulmonary resuscitation (CPR) certification

Possession of or ability to obtain a
California Health Services Credential
Valid Audiometrist endorsement

Continuing Educ./Training

None Specified

Clearances

None Specified

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