

## School Nurse

### Purpose Statement

The job of School Nurse is done for the purpose/s of overseeing the individual health needs of students; implementing health care plans directed by physicians; ensuring District health care practices comply with the laws relating to student health issues; providing appropriate immediate care for ill, medically fragile and/or injured students; serving as a health care resource to teachers, staff, and administrators; conducting mandated health screenings and identifying health problems for referral to appropriate parties for proper follow up treatment.

This job reports to Building Principal

### Essential Functions

- Administers first aid, medication and specialized medical treatments for the purpose of providing appropriate care for ill, medically fragile and/or injured children.
- Assesses situations involving students' safety, abuse (physical, sexual, drug, etc.) and other health related issues for the purpose of identifying problems, referring for proper treatment and complying with legal requirements.
- Collaborates with parents, students, health care providers, and/or public agencies for the purpose of promoting and/or securing student health services, providing information and complying with legal requirements.
- Conducts age appropriate programs and/or activities in conjunction with classroom curriculum (e.g. health education, nutritional workshops, etc.) for the purpose of supporting established lesson plans.
- Develops individual student care plans for the purpose of addressing students' health needs, providing direction to site personnel and implementing directions provided by parents and/or physicians.
- Directs student health services for the purpose of prioritizing project activities, ensuring utilization of personnel in compliance with site requirements; and meeting mandated requirements.
- Maintains student's confidential files and records (e.g. health care plans, agency referrals, accident reports, etc.) for the purpose of providing information required by legal requirements and professional standards.
- Maintains contact with parents/guardians for the purpose of advising them of changes in student health and/or recommending further medical and/or emotional intervention.
- Monitors students referred for illness and/or injury for the purpose of attending to their immediate health care concerns and initiating follow-up care.
- Monitors students with chronic illnesses for the purpose of assisting the child in achieving the highest possible functional level.
- Participates in a variety of meetings, workshops and seminars, and interdisciplinary teams for the purpose of gathering, conveying and/or sharing information on student health needs, service delivery, and educational programs and/or improving skills and knowledge.
- Prepares a wide variety of written materials for the purpose of documenting activities, providing written reference, and/or conveying information.

- Provides training on a variety of health related subjects (e.g. CPR, disaster preparedness, child abuse, health education, medication management, policies and procedures, substance abuse, growth and development, food allergies, STDs, hygiene, etc.) for the purpose of promoting a healthy lifestyle and/or acting as a resource to students, teachers, and other school personnel.
- Refers students requiring additional medical attention for the purpose of providing required follow-up treatment and services.
- Reports health and safety issues to assigned administrator and appropriate agencies (e.g. fights, suspected child or substance abuse, contagious diseases, etc.) for the purpose of maintaining students' personal safety, positive learning environment and adherence to regulatory requirements and established guidelines.
- Researches a variety of topics relating to health and medical care (e.g. wellness, nutrition, treatment protocols, childhood diseases, etc.) for the purpose of providing information to staff, students, parents, and the public.
- Responds to emergency medical situations (e.g. severe falls, prescription reactions, bleeding, etc.) for the purpose of ensuring appropriate immediate medical attention and related follow-up action.
- Supervises and coordinates mandated screenings and immunizations (e.g. vision, dental, hearing, growth, etc.) for the purpose of referring medical conditions and/or providing appropriate care for ill, medically fragile and/or injured children.

### **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, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; and using pertinent software applications.

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: health standards and hazards.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using 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 standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. 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 moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.

#### **Responsibility**

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

#### **Work 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 30% sitting, 50% walking, and 20% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience with increasing levels of responsibility is desired.

**Education:** Bachelors degree in job-related area.

**Equivalency:**

**Required Testing**

**Continuing Educ. / Training**

Maintains Certificates and/or Licenses  
Annual training in Sexual harassment, Blood Borne  
Pathogens, Bully Prevention and Confidentiality

**Certificates and Licenses**

CPR/First Aid Certificate  
Certificate as required by Wyoming State Department  
of Education

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Exempt

**Approval Date**

**Salary Grade**