

JOB DESCRIPTION: SCHOOL NURSE

Minimum Qualifications:	Type 73 Certification as defined by the Illinois State Teachers Certification Board Audiometric Certification Vision Screening Certification CPR/AED Instructor certification mandatory First Aid Instructor recommended
Reports to:	Director of Special Education Building Administrator(s) and Supervisor of Health Services
Monitors:	Health Technicians, Medical Technicians, and Classroom Nurses in assigned building(s)
Job Goals:	School Nurses promote the physical, mental, emotional, and social well being of student and staff. The school nurse is directly responsible for the Health Services program in assigned buildings.
Job goals include:	

Student Health Appraisal:

Keeping individual cumulative health records for each student

Physical Examination reports

Results of screening programs and referrals

Immunization records as required by Illinois School Code

Reports of all accidents and injuries and medical reports

Other health data that could affect students' school performance

Health Office Management:

Maintains a user-friendly and organized health services facility

Maintains confidential communication with appropriate staff, students and families

Manages and makes recommendations for the health services annual budget based on critical needs

Maintains compliance as required by the Illinois School Code for physical examination and immunization records

Follows up on referrals for specific health problems

Communicates with parents regarding student's health status

Assesses individual student's health and safety needs and develops plans to meet those needs at school

Determines the epidemiological impact of students' contagious illnesses and acts to prevent the spread of communicable disease in the school setting

Implements the School Health Program:

Provides and/or delegates services including first aid, care for ill students, and emergency care to students and staff; identifies health problems; makes referrals for diagnosis and treatment; maintains appropriate documentation

Participates in the development of Health Office procedures

Ensures completion of mandated dental and vision and hearing screenings and reports

Utilizes specialized vision and hearing screening equipment to screen medically fragile and/or non-verbal students who cannot be screened by conventional methods

Follows up on vision and hearing referrals of students and helps parents access appropriate resources to complete vision/hearing referrals

Inservices staff to assure uniformity of procedures used in the District

Develops appropriate procedures for administration, storage, and documentation of medication prescribed by the physician

Monitors effectiveness of medication and communicates medication related concerns to parent/guardians and to the prescribing physician

Directs, per District policy, the procedures set forth in the Rules and Regulations for the Control of Communicable Diseases as issued by the Illinois Department of Public Health

Performs scoliosis screenings as requested by parent or health care provider

Monitors monthly attendance and meets with the building administrator to follow-up on students who have been absent or tardy >10% of the school year

Provides staff with up-to-date information about students' health care needs on an as need to know basis

Participates in other health related Child Find activities

Participates as a crisis team member and provides crisis intervention for students and staff in the event of sudden illness or injury or death

Makes appropriate assessment and referrals for suspected abuse/neglect as a mandated reporter

Obtains and interprets up-to-date medical reports for the Problem Solving Team to aid in planning for students' educational, health, and safety needs at school

Interviews and supervises medical/technical nurses who work 1:1 with medically fragile students

Identifies resources and information about services in the community and provides this information to staff and parents

Special Education:

Provides up-to-date information to the Problem Solving Team about students' health and medical concerns

Follows up on health/medical needs of students discussed at Team meetings

Writes the health component of the Individual Education Plan as indicated

Recommends accommodations/modifications of the school program for students with a specific health concern

Develops and maintains current health care plans for students who need special nursing interventions during the school day. This includes staff inservice and training, and ongoing monitoring to insure that procedures are carried out safely and documented accurately

Completes health histories as a component of case study evaluations and presents health history information at the IEP meeting

Develops emergency plans for medically fragile students in case of the need for emergency evacuation from school

Completes classroom observations and participates in classroom programs to identify and/or monitor the progress of special education students with health care needs

Participates with other staff in behavioral assessments and writing behavior plans

Participates in the implementation of these plans

Safety:

Inservices staff on Department of Labor regulations regarding bloodborne pathogens and follow-up on exposure incidents

Evaluates areas in the school where nursing procedures, diapering, and toileting needs of medically fragile students can be carried out using good hygiene and providing for student privacy

Coordinates with local fire department and EMTs on services such as the MEDIC program for medically fragile and technology dependent children and students with do not resuscitate orders, AED use, and emergency treatment/paramedic calls

Evaluates the need for specialized equipment for students with medical concerns and orders the equipment. Trains staff to use the equipment safely

In the early childhood program, participates in Child Find screenings as part of the early childhood diagnostic team

Observes and consults with building administrators relative to safety precautions in the school building, especially in areas such as Art, Home Economics, Shop, Phys. Ed., and Science departments

Professional Development:

Participates as a member of professional school nursing and education organizations

Utilizes continuing education opportunities to enhance professional knowledge in both nursing and education fields

Participates as a member of the faculty on District committees and association activities

Participates in health related community activities as a representative of the School District

Communication:

Maintains communication with administrators, teachers, other school personnel, and parents/guardians to enhance cooperative action, which will meet the health and safety needs of students

Initiates contact with and acts as a liaison between the home, school, community health agencies, and the private medical sector to enhance the health and wellness of the school community

Maintains confidentiality regarding all school and health-related issues