

Building and Float Nurse (RN) Job Description

Overview:

The Building Nurse (RN) plays a vital role in promoting and maintaining the health and well-being of students within their assigned public school. This position operates with a high degree of autonomy, working under the general direction of the Licensed School Nurse (LSN) and the Director of Health Services. The RN is crucial in delivering direct health services, managing health-related information, and ensuring compliance with all health policies and guidelines to support student success. They collaborate in planning, providing, assessing, and evaluating school health services, working effectively with students, staff, families, and healthcare providers to foster optimal health and safety for every student.

Key Responsibilities

- **Nursing Interventions & Scope of Practice:** All nursing interventions must strictly adhere to the scope of practice set by the Minnesota Board of Nursing, district policy, and the Health Services Manual.
- **Health Office Management:** Manage and run the health office within the assigned school building, handling daily routine care, first aid, and emergency responses. Ensure the health office is organized efficiently and economically.
- **Student Health Assessment & Care:** Assess students' healthcare needs and provide authorized first aid care. Implement and ensure health protocols for students are in place. Perform comprehensive health assessments, collecting and analyzing data to establish baselines, develop care plans, and address changes in student conditions.
- **Medication Administration:** Dispense medication in strict accordance with state regulations and school protocols.
- **Communicable Disease & Exclusions:** Monitor and document communicable diseases following state and local guidelines. Inform families when school exclusions due to illness are necessary.
- **Health Screenings & Immunizations:** Perform health screenings as recommended by the Minnesota Department of Health. Conduct immunization verification and enter data into the School Information System or State site.
- **Collaboration & Communication:** Communicate necessary information to

appropriate school leadership, personnel, and parents/guardians, always maintaining confidentiality. Work effectively with students, staff, and administrators. Provide training and delegate care/medication administration to responsible staff for field trips.

- **Emergency Response:** React quickly, calmly, and decisively in a crisis, providing emergency and first aid care according to nursing scope of practice and school guidelines.
 - **Clerical Duties:** Staff the health room and perform clerical duties related to student health needs.
 - **Other Duties:** Assist with other school duties as assigned by school leadership staff.
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Qualifications

- Current and unrestricted **Registered Nurse (RN)** license.
 - Current **CPR, AED, and First Aid** certification.
 - Knowledge of **Bloodborne Pathogens** best practices.
 - Demonstrated ability to work with **little direct supervision** and **prioritize tasks** effectively.
 - **Flexibility and patience** in working with students with a variety of needs.
 - Ability to maintain **nursing competence** through ongoing education and professional development.
 - Excellent communication and interpersonal skills to interact effectively with students, staff, families, and healthcare providers while maintaining **confidentiality**.
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