



SCHOOL NURSE

QUALIFICATIONS:

- Minimum of Bachelor's Degree from an accredited college or university
- Illinois licensed for a registered professional nurse
- Must possess a Professional Educators License with a school nurse endorsement
- One or more years of experience except in the case of a new college graduate
- Internship as a School Nurse
- Other qualifications that are deemed important by the Board of Education.

REPORTS TO:

- Building principal or other designated supervisor

JOB SUMMARY:

- Act as a promoter of health and a leader in the promotion of good physical and mental health; to be responsible for the maintenance of school health records

PERFORMANCE RESPONSIBILITIES:

1. Has the primary responsibility of determining if a student meets state health examination and immunization requirements, communicates with parents about deficiencies, monitors students on schedule, records data, completes reports as mandated by state and required by district
2. Obtains health and medical histories on children and interprets information on a "need to know" basis
3. Responsible for maintenance of student health records, interprets and communicates data included; responsible for various reports as required by district and State, such as summary of activities (local), vision and hearing screening reports
4. Recommends approval of requests for medicine to be administered to students while at school; follows Board of Education Policy and Administrative Procedures for Administering Student Medicine (10-5-2)
5. Consults with students and parents regarding health problems; helps expedite referrals, when appropriate, to agencies such as Division of Services for Crippled Children
6. Provides first aid and emergency care; if necessary, notifies parents and places the child under care of parent or hospital designated on emergency card
7. Is knowledgeable about communicable disease regulations and works to identify children that need to be excluded from school; follows up with parents; reports suspected or confirmed cases as mandated by rules and regulations
8. Facilitates the handling of physician's excuses for modified or non-participation in physical education classes
9. Assists with and/or conducts vision, hearing, tuberculin and spinal screening programs; re-screens when needed and refers for additional medical attention
10. Screens classrooms and individual children in order to identify students who have pediculosis, ringworm, scabies, and impetigo; excludes children when necessary; works with parents and school staff in disease prevention and control
11. Acts as consultant for teachers and other staff members; assists with or conducts special health education programs such as those concerned with dental health, menstruation and sex education
12. Acts as a member of the team for reporting suspected child abuse/neglect cases; follows Board of Education Policy and Administrative Procedures for Reporting Suspected Child Abuse or Neglect cases (10-5-3)
13. Serves as a consultant to the administrator, teacher, parents, and students in regard to health needs of students
14. Participates in the referral process and staffings and conferences for placement of students in special education
15. Assists with the formulation of standard health service procedures to be utilized in the district
16. Assists with development of annual health services budget
17. Is responsible for maintaining building health services facilities, equipment and supplies