

Job Title: Licensed Practical Nurse (School-Based)

Department: Student Services

Reports To: School Nurse (RN) /Nursing Supervisor / Building Principal

Prepared By: Human Resources **Date:** September 2025

Approved By: Superintendent of Schools **Date:** September 2025

POSITION SUMMARY

The Licensed Practical Nurse (LPN) provides health services and support to students in the school setting under the supervision of a Registered Nurse (RN) or other designated health authority. The LPN assists in promoting the health, safety, and well-being of students, enabling them to access and participate fully in their educational program.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Provide direct nursing care to students in accordance with physician orders, individualized healthcare plans (IHPs), and standing orders approved by the school medical advisor.

- Administer prescribed medications and treatments following district policies and state regulations.
- Offer first aid and emergency care to students and staff, including triage and referral when appropriate.
- Monitor and manage students with chronic health conditions (e.g., diabetes, asthma, seizures) as outlined in care plans.
- Assist with health screening for students
- Document all health office visits, medication administration, treatments, and communications in the student health record system.
- Communicate with parents/guardians, staff, and healthcare providers to ensure continuity of care for students.
- Support immunization compliance and state-mandated health screenings as directed.
- Assist with maintaining health office supplies, equipment, and cleanliness.
- Follow universal precautions and infection control procedures to ensure a safe environment.
- Maintain confidentiality of student health information in accordance with FERPA regulations.
- Perform other related duties as assigned by the supervising RN, building administrator, or Nursing Supervisor.

QUALIFICATIONS

- Current Licensed Practical Nurse (LPN) license in the state.
- Current CPR and First Aid certification.
- Experience in pediatric, community health, or school health setting preferred.
- Strong communication and organizational skills.

- Ability to work collaboratively with students, families, school staff, and healthcare providers.
- Ability to respond effectively in emergency situations.

WORK ENVIRONMENT

- School health office and classroom settings.
- May require lifting, positioning, or assisting students with medical or mobility needs.
- Exposure to illness and bodily fluids.
- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISORY RESPONSIBILITIES:

None

ADDITIONAL PROFESSIONAL SKILLS:

- Relate to all interpersonally using tact, patience, and courtesy.
- Perform highly responsible and confidential duties in support of the health office.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Make arithmetic calculations with speed and accuracy.
- Understand and work within scope of authority.
- Work confidentially with discretion.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.