

OLD BRIDGE TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION

TITLE: **Certified School Nurse**

RESPONSIBLE TO: **Superintendent of Schools**
Principal

QUALIFICATIONS: **Certified School Nurse**

PRIMARY FUNCTION: **To provide mandated services such as skilled nursing assignments, procedure and emergency care, counseling and education services.**

1. Carrying out written orders of the medical home and standing orders of the school physician;
2. Conducting health screenings which include height, weight, blood pressure, hearing, vision and scoliosis pursuant to N.J.A.C. 6A:16-2.2 and monitoring vital signs and general health status for emergent issues for students suspected of being under the influence of alcohol and controlled dangerous substances pursuant to N.J.S.A. 18A:40-4;
3. Maintaining student health records, pursuant to N.J.S.A. 18A:40-4 and N.J.A.C. 6A:16-2.4;
4. Recommending to the school principal those students who shall not be admitted to or retained in the school building based on a parent's failure to provide evidence of the student's immunization according to the schedules specified in N.J.A.C. 8:57-4;
5. Annually reviewing student immunization records to confirm with the medical home that the medical condition for the exemption from immunization continues to be applicable pursuant to N.J.A.C. 8:57-4.3;
6. Recommending to the school principal exclusion of students who show evidence of communicable disease, pursuant to N.J.S.A. 18A:40-7 and 8;
7. Directing and supervising the emergency administration of epinephrine and training school staff designated to service as delegates, pursuant to N.J.S.A. 18A:40-12.6;
8. Administering asthma medication through use of a nebulizer;
9. Directing and supervising the health services activities of any school staff to whom the certified school nurse has delegated a nursing task;
10. Classroom instruction in areas related to health pursuant to N.J.A.C. 6A:9-13.3;

11. Reviewing and summarizing available health and medical information regarding the student and transmitting a summary of relevant health and medical information to the Child Study Team for the meeting pursuant to N.J.A.C. 6A:14-3.4(h);
12. Writing and updating, at least annually, the individualized health care plan and the individualized emergency healthcare plan for students' medical needs and instructing staff as appropriate;
13. Writing and updating, at least annually, any written healthcare provisions required under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794(a), for any student who requires them;
14. Implementing and assisting in the development of healthcare procedures for students in the event of an emergency;
15. Instructing teachers on communicable disease and other health concerns, pursuant to N.J.S.A. 18A:40-3;
16. Providing other nursing services consistent with the nurse's educational services certification endorsement as a school nurse issued by the State Board of Examiners and current license approved the State Board of Nursing;
17. Performs such other appropriate duties as assigned by Supervisor of Nursing and Building Principal.

REPORTS TO: Building Principal

TERMS OF EMPLOYMENT:

Salary and work year to be consistent with the terms established by the Agreement between the Board of Education and the Old Bridge Education Association.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such person may not be eligible.

EVALUATION:

Performance will be evaluated in accordance with Board Policy, State Law and Administrative Code.

Adopted: September 9, 1996

Revised: December 14, 2010

LEGAL REFERENCES:

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| N.J.S.A. 18A: 4-35d | Supervisor of Health Education |
| N.J.S.A. 18A: 40-16 | Examination of Pupils |
| N.J.S.A. 18A: 40-4 | Procedures for Health Records |
| N.J.S.A. 18A: 40-19 | Reports/Determination of Tuberculosis |
| N.J.S.A. 18A: 40-4.3 | Examinations Required Yearly |
| N.J.S.A. 18A: 40-20 | Vaccinations |

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.