

# ***JOB DESCRIPTION***

***PERTH AMBOY  
BOARD OF EDUCATION***

## **SCHOOL NURSE**

### **Statement of Job**

The School Nurse shall be responsible to the Principal of the school to which he/she is assigned/District Supervisor of Health & Physical Education/Nurses for the health of the pupils.

### **Qualifications**

New Jersey Registered Nurse License  
New Jersey School Nurse Certification  
Valid AED/CPR Certification

### **Duties and Responsibilities**

The School Nurse shall within his/her certificate and in accord with terms and conditions of employment contained in the negotiated agreements when and if applicable:

- A. Weigh and measure pupils; conduct hearing and vision screenings and make referrals.
- B. Screen students for scoliosis as per state school health guidelines.
- C. Mantoux test all personnel and pupils as required; follow up on positive readings, which may include making arrangements for x-rays.
- D. Identify streptococcal disease by performing throat cultures and making appropriate referrals.
- E. Examine pupils who exhibit symptoms of communicable diseases or other health handicaps; in cases where communicable diseases are suspected notify principal/supervisor immediately; notify parent/guardian and recommend possible exclusion.
- F. Provide training and education to staff on health issues.
- G. Be responsible to select and schedule children for the dental/eyeglass clinics and arrange for adult supervision.
- H. Aid teachers/staff in the promotion of good health habits in school and at home.
- I. Select pupils for Kiddie Keep Well Camp and complete required paper work.
- J. Make arrangements for transportation, and accompany pupil (regardless of age) to the hospital in an emergency; if you cannot accompany ill/injured pupil you must notify the building administrator, who will designate another staff member; notify parent/guardian.
- K. Make arrangements and notify appropriate pupils and their parents for immunization clinics.
- L. Assist school physicians and school dentist during examinations and screening of pupils; record findings and follow-up on recommended referrals.

### **School Nurse (Cont'd.)**

- M. Administer medication in school to pupils whose health may be jeopardized without it according to school health code and contact health care provider when necessary.
- N. Administer first aid.
- O. Discuss with teacher abnormal findings of physical examination as well as vision and hearing results if appropriate and recommend any necessary accommodations.
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- Q. Prepare and forward all accident reports immediately to the benefits coordinator.
- R. Maintain accurate health records for all pupils and staff; ensure student immunizations are in compliance of state mandates; recommend exclusion of non-compliant pupils.
- S. Assist Child Study Team, PAC, IR&S, 504 Committees and Building Safety Committee.
- T. Submit monthly report to District Supervisor.
- U. Act as a resource regarding health issues and concerns.
- V. Order medical supplies and equipment.
- W. Provide pediatric nursing procedures per doctor's standing orders.
- X. Collaborate with community health agencies/services, school professionals, parents and care givers.
- Y. Report and follow-up on suspected child abuse/neglect cases.
- Z. Promote wellness activities.
- AA. Perform other duties as assigned by the principal/supervisor.