

HUDSON SCHOOL DISTRICT

JOB DESCRIPTION

POSITION TITLE: School Nurse

POSITION STATUS: Salary Exempt

UNION (if applicable): HFT

LOCATION: Varies

REPORTING TO: Nursing Department Head

JOB SUMMARY:

The school nurse is responsible for providing basic healthcare to students and staff as well as the promotion of health and wellness activities within the school community.

RESPONSIBILITIES:

- Participate in screenings and assessment of new and existing students.
- Provide basic first aid and emergency medical care to students and staff.
- Administer medications and treatments as prescribed.
- Respond to medical emergencies within the school premises providing CPR, first aid, and coordinating with emergency services.
- Communicate and collaborate with parents, school staff, and medical providers as needed regarding student health concerns.
- Participate in development of 504 medical plans and IEPs as needed.
- Promote and assist in the control of communicable diseases.
- Manage and maintain student health records including the documentation of health assessments, treatments, and administration of medications.
- Maintain inventory of medical supplies and equipment.
- Comply with applicable state and federal student privacy laws.

SUPERVISORY RESPONSIBILITIES:

- Supervise LPNs and/or LNAs if applicable to the school assignment
- Please refer to the responsibilities within the NH DOE Code of Code and Code of Ethics.

SKILLS/QUALIFICATIONS:

- Demonstrated knowledge of pediatric health and developmental issues.
- Able to handle high-stress situations and emergencies calmly.
- Must be capable of maintaining confidentiality.
- Knowledge of relevant technology

EDUCATION AND EXPERIENCE:

- Current NH Registered Nurse (RN) License, required.
- Current NH School Nurse License from the NH Department of Education, required.
- Current certification in CPR/AED and First Aid

PHYSICAL REQUIREMENTS:

- Frequently required to walk, sit, communicate, see and hear.
- Occasionally required to walk.
- Must be able to handle, or feel objects, tools, or controls; and reach with hands and arms.
- Occasionally lift and/or move up to 15 pounds.
- Exposure to a variety of childhood and adult diseases and illnesses.

***Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time, as it deems advisable.

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I have read and understand this job description.

Signature:

Date:
