Santa Maria Bonita School District
LICENSED VOCATIONAL NURSE (LVN)

BASIC FUNCTION

Under the supervision of the Program Specialist for Health Services, administers basic first aid and assists students who are ill or injured; delivers specialized health care procedures and medical treatments not requiring a Registered Nursing license to students with specialized needs on an as-needed basis; assists with health screenings; prepares and maintains student health records, files, and reports; and performs a variety of duties relative to assigned area of responsibility.

REPRESENTATIVE DUTIES

● Performs basic first aid procedures for ill or injured children E;
● Administers medication as prescribed by a physician; including but not limited to oral medications, inhalers, insulin, rectal diastat, epi-pen auto injector, glucagon injections, and other medications as prescribed E;
● Responds to emergencies and serious health-related situations by administering first aid, cardiopulmonary resuscitation (CPR), or other appropriate action; notifies school administrators, nursing staff, parents, and/or paramedics as appropriate as soon as possible E;
● Performs specialized healthcare procedures for students following an Individualized Health Care Plan (IHCP) developed by the credentialed school nurse. Specialized healthcare procedures including, but not limited to, tracheostomy care, gastrostomy tube (g-tube) feeding and care, catheterization, colostomy and/or ileostomy care, and oxygen administration on a as-needed basis E;
● Screens student symptoms to identify illness, communicable diseases and/or parasites; contacts nursing staff for assistance as appropriate; E;
● Assist students with activities of daily living such as but not limited to feeding, toileting, personal hygiene, exercise, positioning, assist students requiring wheelchairs or other orthopedic equipment E;
● Assist students with diabetic management tasks such as o Administers insulin or assists in the administration of insulin to diabetic students, including assisting with carbohydrate counting, the calculation of proper insulin dosages, and insuring proper administration techniques E; o Monitors blood glucose levels or supervises such monitoring for diabetic student E; o Assists in the treatment of diabetic emergencies including the administration of glucagon injection for the treatment of low blood sugar as prescribed E;
● Regularly communicates with the credentialed school nurse changes in student's health condition and physician orders E;
● Use first aid equipment such as thermometer, glucometer, blood pressure monitor, and height and weight scale E;
● Prepare, records, and maintains a variety of health related records and files including immunization and other confidential student health and emergency records in accordance with California immunization laws and HIPPA regulations; ensure that students have complete health records; follows up with parents and nursing staff as appropriate to ensure complete and accurate records E;
● Maintains school health office and equipment in a clean, orderly, and safe condition E;
● Provides assistance to students, staff, parents, and applicable agencies in order to ensure student’s success; answers telephone, takes messages; makes phone calls to request, provide, or verify information as appropriate; maintains logs of students visiting the health office E;
● Prepares correspondence, forms, notices and referrals as appropriate; initiates and completes accident and incident reports in accordance with HIPPA regulations E;
● Maintains supply and material inventories for the health office; orders health office supplies and materials according to established procedures E;
● Assist school nurse with health screenings (vision, hearing, scoliosis, general, special education assessments, etc. E;

● Coordinate dental screenings with community dentists
● Assist school nurse with documentation of possible child abuse cases;
● Collect and prepare materials used for classroom health education, Family Life presentations and individual student needs;
● Attend SSTs and IEPs as necessary E;
● May attend field trips or public outings to support medical needs E;
● Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

● Current first aid and CPR principles and practices and health and safety precautions;
● District and community emergency medical resources;
● Specialized medical procedures such as tracheostomy care, gastrostomy tube (g-tube) feeding and care, catheterization, colostomy and/or ileostomy care, and oxygen administration; ● School office terminology, practices and procedures;
● Modern office practices, procedures, and equipment;
● Principles and procedures of record keeping;
● Interpersonal skills using tact, patience, and courtesy;
● Correct English usage, grammar, spelling, punctuation, and vocabulary;
● Pertinent Federal, State and local laws, codes and regulations;

Ability to:

● Communicate effectively both orally and in writing;
● Establish and maintain cooperative and effective working relationships with others;
● Read, interpret, apply and explain rules, regulations, policies and procedures;
● Maintain confidentiality of privileged information obtained in the course of work;
● Operate a variety of office machines and equipment such as a personal computer and applicable hardware and software, copiers, printers, scanners, typewriters, calculators, and fax machines;
● Understand and correctly implement specialized medical procedures as trained;
● Work effectively within established time schedules and with minimal direction;
● Provide information and assistance to parents and other staff members in a helpful, courteous and timely manner;
● Maintain routine records;
● Understand and work within scope of authority;
● Type 35 words per minute;
● Understand and relate to children with special needs;
● Administer first aid and CPR.

EDUCATION AND EXPERIENCE

Any combination equivalent to: Graduation from high school, successful completion of a vocational nurse program, and one year experience working with children.

LICENSES AND OTHER REQUIREMENTS

Licensed Vocational Nurse (LVN) license **required**,
CPR and First Aid Certification

WORKING CONDITIONS

Environment:

Office and classroom environment, and school grounds

Physical Abilities: Sitting and standing for extended periods of time;
Hearing and speaking to exchange information in person or on the telephone;
Lifting heavy objects;
Bending at the waist; Turning/twisting;
Walking;
Seeing to read various materials.

Hazards:
Contact with dissatisfied or abusive individuals;
Contact with blood or other bodily fluids;
Potential for contact with bloodborne pathogens and communicable diseases;
Fumes from disinfectants.

Range: 31
Work Year: 180 days
Board approved: May 15, 2019