

UPPER ADAMS SCHOOL DISTRICT

TITLE: School Nurse
DEPARTMENT: Health
LOCATION: All Schools
REPORT TO: Building Principal

SUMMARY OF PURPOSE

The School Nurse is directly responsible to the principal of his/her respectively assigned school. With principal approval, the school nurse is responsible for all aspects of the health program including instruction, student care, public and parental relations as well as any clerical duties related to the student health program.

ESSENTIAL FUNCTIONS

1. Respond and administer first aid to a student, or employee, who has suffered an injury or emergency illness in accordance with state laws, Basic Life Support procedures, and standing orders (students).
2. Dispense medication (prescription and non-prescribed) in accordance with district policies and procedures, and standing orders.
3. Monitor students referred for illness and/or injury for the purpose of attending to their immediate health care concerns and initiating follow-up care.
4. Assess situations involving student safety, abuse (physical, sexual, drug, etc.) and other health related issues for the purpose of identifying problems, and refer students to the appropriate agency or physician in order that each student might receive the proper treatment compliant with legal requirements.
5. Report health, safety, and child abuse issues to the appropriate agencies and/or administrator in compliance with regulatory requirements and established guidelines.
6. Administer mandated screening (vision, dental, hearing, growth measurements, scoliosis, etc.) for the purpose of referring medical conditions and/or providing appropriate care for ill, medically fragile and/or injured children.
7. Assist the physician or dentist in examining students.
8. Provide counsel to students, as appropriate, in areas of personal, social, vocational/occupational, and educational development including health conditions and lifestyle issues for the purpose of facilitating a healthier student population.
9. Maintain contact with parents/guardians for the purpose of advising them of changes in the student's health and/or recommending further medical and/or emotional intervention.
10. Collaborate with school administrators to establish, review and revise policy and procedure for a comprehensive school health program to promote good safety practices both within and outside the school buildings, to improve the social and emotional climate of the school and classroom.
11. Keep parents informed of recent developments in the health field that would impact on the health, safety or well-being of their child.
12. Establish and maintain health records consistent with existing laws and regulations. Parents of those students needing immunizations or further health care shall be notified and the appropriate actions taken.
13. Establish and maintain records of accidents, medications administered, and any other records deemed necessary by the school board and/or administration.
14. Instruct teachers and other school personnel to administer the proper first aid and health care techniques.
15. Effectively communicate with the various community agencies and organizations.
16. Prepare and submit reports for the State Board of Health and the Director of Student Services.
17. Collaborate with school administrators to establish, review and revise policy and procedure for a comprehensive school health program to promote good safety practices both within and outside the school buildings, to improve the social and emotional climate of the school and classroom.
18. Maintain and provide a blank injury report form to employees as needed for Workers' Compensation filing.
19. The school nurse shall perform any other duties and responsibilities deemed necessary by the school board and/or administration to effectively conduct the overall health care and health education program.

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SCOPE AND IMPACT

This position accomplishes most of its tasks through standard procedures. Internal contacts include the principal, teachers, other school staff members, students, and other school district employees. External contacts include parents and community members.

MINIMUM REQUIREMENTS

1. Registered Nurse License.
2. School Nurse Certification in Pennsylvania.
3. Basic Life Support Certification.
4. Must secure all background checks as required by PA Department of Education.

Physical Demands: Constant bending, twisting, lifting, pushing, and pulling.
Constantly alternating between sitting and standing.
Normally does not work at heights above ten feet.
Normally does not lift any object weighing more than fifty pounds

Sensory Abilities: Visual acuity
Auditory acuity

Work Environment: Typical administrative office and school environment.
Subject to inside and outside environmental conditions.
Occasional travel to off-site environments.

Temperament: Must possess excellent interpersonal skills.
Must be able to work in an environment with frequent interruptions.
Able to make judgments and work under high levels of stress.

Cognitive Ability: To follow directions and give direction to others.
To complete assigned tasks without supervision.
To communicate, comprehend and perform complex computations.
To use correct grammar, sentence structure and spelling.
To compose clear, concise sentences and paragraphs.
To organize office setting to efficiently accomplish tasks.
To multitask.
To work independently and make work-related decisions.
To exercise good judgment in prioritizing tasks.
To communicate effectively at all organizational levels.

Specific Skills: Ability to operate office equipment.
Ability to use computer technology efficiently including Google Drive, Word and Excel software applications.
Ability to appropriately handle confidential information in accordance with District policies.

SUPERVISION RECEIVED AND EXERCISED:

The School Nurse shall be a professional employee. This individual is responsible directly to the Building Principal. Performance will be evaluated annually by the Building Principal in accordance with the provisions of the Upper Adams Education Association Collective Bargaining Agreement.

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The above description covers the most significant essential and marginal functions but does not exclude other occasional responsibilities and accountabilities the inclusion of which would be in conformity with the major purpose of this job. The employee must be able to perform the essential functions of the position satisfactorily, and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position.

The Upper Adams School District is an Equal Opportunity Employer, Educational Service organization.

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of this position.

Employee Signature

Date

Revised and board approved: 1-18-2022