

EASTFORD SCHOOL DISTRICT
Eastford, Connecticut

JOB DESCRIPTION

TITLE: School Nurse

QUALIFICATIONS: Minimum Qualifications Mandated by Connecticut State Regulations 10-212 to 10-214e:

1. Holds valid license from the State Department of Health Services to practice professional nursing.
2. Has successfully completed two years full-time equivalent employment in nursing.
3. Holds current cardiopulmonary resuscitation (CPR) certificate.

REPORTS TO: Building Principal

GENERAL DESCRIPTION: The school nurse, in cooperation and consultation with other health professionals, educators and school personnel, assumes the initiative and responsibility for providing a wide variety of health care services designed to promote and protect the optimal health status of all students. The school nurse shall contribute to the success of the total school health program through participation/leadership in program planning, implementation and evaluation. The school nurse shall serve as a health advocate for all schoolchildren and coordinate the resources of home, school and community as they pertain to the health of students and staff. The school nurse shall implement state laws, local board policies and administrative procedures relative to health services.

JOB GOAL: To provide nursing and health related services that will ensure students reach and maintain their optimal level of wellness and that a safe school environment is maintained.

Responsibilities of the school nurse include but are not limited to the following:

1. Shall apply appropriate theory as a basis for decision making in nursing practice.
2. Shall implement and maintain a comprehensive school health program by:
 - Consulting with administrators and/or the school medical advisor, as appropriate, to implement, review and recommend revisions in school health program policy and procedures;

- Arranging staff development programs for school personnel on first aid, emergency care procedures, current health issues, OSHA requirements, crisis management, and other related subjects;
 - Establishing a process for identifying students at risk and communicating relevant health needs to other school personnel;
 - Addressing situations involving allergies and other environmentally related health concerns proactively;
 - Monitoring the health of the school population;
 - Providing leadership in addressing health related issues.
3. In accordance with acceptable nursing practice, assess the health status of students, diagnose health problems, identify student outcomes, and plan, implement and evaluate the nursing care of students by utilizing:
 - Data collection: The school nurse collects pertinent assessment data about the health and developmental status of students on a systematic and continuous basis.
 - Nursing Diagnosis: By analyzing and synthesizing available data, the school nurse formulates nursing diagnoses as required.
 - Identification of student outcomes: The school nurse develops measurable health-related goals in conjunction with the student, family, health care providers and other members of the school team.
 - Planning: The school nurse develops plans of care that prescribe interventions to attain expected and established outcomes for students with allergies, asthma and other medical conditions.
 - Implementation: The school nurse implements interventions consistent with the established plan of care, including the administration of medication and toileting as needed.
 - Evaluation: Student responses to nursing actions are assessed in order to determine progress made toward achievement and need for revision. Evaluation is systemic, ongoing and documented.
 4. Collaborates with other professionals in assessing, planning, implementing and evaluating school nursing practices.
 5. Assists students and family groups to achieve optimal levels of wellness through health education by identifying needs, counseling students and families in health—related matters, acting as a resource person in health education for school personnel, and promoting preventive self-care strategies with students and school personnel.
 6. Participates in regular evaluation of practice through peer review and other means to assure quality nursing care for students.
 7. Maintains current knowledge in the field of school nursing, remains up-to-date on school related matters, and assumes responsibility for continuing education through participation in school related professional development activities as well as through participation in health related programs.
 8. Incorporates into school nursing practice, recommendations for change which result from consultation, evaluation and review and assumes professional responsibility through membership and active participation in appropriate professional organizations.
 9. Serves as a member of and/or provides leadership for school teams charged with environmental health and safety issues and crises.

10. Serves as the district's liaison with the school physician and state and regional health and safety agencies.
11. Participates with members of the community to promote a broad continuum of primary prevention by: a) recognizing current social issues that influence the nature of school and community health problems, b) interpreting the needs of school health services and the role of the school nurse to the school and community.
12. Serves as the school 504 liaison, chairs 504 meetings and facilitates the writing of plans.
13. Serves as a monitor for daily attendance including determination of excused and unexcused absences and correspondence with families when children are accumulating absences.
14. Is proactive in addressing health situations that are addressed in Board policy.
15. Maintains confidentiality of student records.
16. Reviews and updates standing medical orders; obtains medical signatures.
17. Reviews and analyzes medical information on incoming students to assure compliance with state regulations; follows up with parents and practitioners as needed.
18. Provides staff members, including coaches with OSHA information—universal precautions, as required
19. Maintains records of staff participation in required trainings such as the administration of medication and concussion prevention.
20. Provides staff members, including coaches, who need-to-know information regarding the presence of hepatitis and the required medical protocols for dealing with it.
21. Provides parents with information about the presence of lice and other conditions as stated in policies.
22. Conducts a yearly review and update of policies regarding health and wellness.
23. Provides support and information as requested for PPT and/or other meetings.
24. Develops, implements and evaluates individualized care plans for each student with medical/health related concerns.
25. Shares with teachers any medical information that may affect student learning.
26. Conducts yearly screening of students (vision, hearing, and scoliosis) and makes referrals as needed.
27. Maintains the District's compliance with state survey on immunizations and submits all documentation as required.
28. Arranges professional development related to CPR, AED and Community First Aid to staff members who require these certifications.
29. Provides coaches with medical/emergency information on team members.
30. Serves as an active member and/or provide leadership for the school safety committee and other health and safety related committees.
31. Performs preschool screening activities as needed.
32. Participates in preschool or kindergarten orientation sessions if requested.
33. Maintains a daily electronic health office visit log.
34. Submits incident reports to the main office.
35. Submits statistics on office activity to the Superintendent upon request.
36. Provides first aid for injured students and staff.
37. Assists with obtaining and updating preventive health care educational information.
38. Orders supplies for health office.
39. Maintains current Safety Data Sheets (SDSs)

40. Advises the custodial staff about proper cleaning and sanitizing; ensures that advice is compliant with green cleaning policies.
41. Assists with and serves as liaison with community involvement projects.
42. Performs other duties as assigned, consistent with the job goal and responsibilities.