

JEFFERSON COUNTY SCHOOL SYSTEM

JOB DESCRIPTION

SCHOOL-BASED NURSE

Qualifications:

1. Maintain current LPN OR RN License
2. Maintain current CPR Certification with yearly skills check.
3. Maintain current First Aid Certification, renewed every three years.

Nature of Work:

School-based nurses are to provide health services to the individual school(s) where they are assigned. They are to assist with the needs of the special health issue students and their special procedures. School-based nurses provide first aid and care for the sick and injured. They are to assist with medication administration and lice screenings.

Essential Duties & Responsibilities:

1. Perform special procedures for students and maintain documentation.
2. Assist with other schools' special procedures, when available, and as needed.
3. Administer medications to cognitively disabled students with documentation.
4. Assist students with self-administered medications with documentation.
5. Set up medication carts and medication books following guidelines.
6. Keep contact with parents as needed regarding special procedures and medications.
7. Provide screenings and emergency first aid to sick and injured students and personnel.
8. Assess and evaluate health of students, including referrals for medical evaluation and treatment as needed.
9. Set up and maintain clinics with adequate special procedures equipment and first aid supplies.
10. Maintains confidentiality regarding school and students/staff related information and records.
11. Conduct head lice screenings and rechecks back into school for individuals, assisting teachers with classroom checks when time permits. Notify other schools for screenings of siblings and close contacts following guidelines provided.
12. Identify special health issues of students and staff and notify personnel as needed.
13. Write health care plans and emergency health care plans for students with special health care issues.
14. Serve as health consultant and resource person in health related matters by interpreting health and developmental status of students for the parents, school personnel and the students.
15. Provide case management for individual students to access and coordinate resources as needed.
16. Provides health counseling for students, parents, and school personnel.

17. Serves on multi-disciplinary team as needed.
18. Recommend modifications in the educational program to school personnel when health or developmental status of a student indicates, as needed.
19. Uses universal precaution in the clinical setting when administering first aid, e.g. using gloves, hand washing, uniforms or lab coats over street clothes.
20. Refer deficiencies of immunizations and physicals to system-wide registered nurse.
21. Complete end of year report for special procedures and medications for individual schools.
22. Attend professional development training as required.
23. Maintain professionalism when dealing with students, staff, and parents at all times.