

Position: Certified School Nurse

Qualifications:

- Current Registered Nurse licensure in State of Illinois
- Type 73 Certification with School Nurse Endorsement
- Ability to work with students, staff, and parents
- Emotionally and physically able to perform duties

Reports to:

- District Superintendent
- Building Principal

Job Goal: To coordinate a school health program. To provide direct nursing services to students and staff members to maximize health and wellness in the school community. All duties are performed in accordance with district/state board of education policies and procedures, and state law regarding nurse practice.

Performance Responsibilities:

As the Certified School Nurse:

School Health Program

- Develops and implements policies and procedures regarding Health Services with the district in compliance with state mandates and current health practices
- Develops and administers the Health Services budget.
- Develops and implements plans to identify and serve students with medical disabilities and concerns.
- Conducts periodic evaluations of the School Health Program, providing findings to administrators and building registered nurses.
- Assesses the health and safety needs of the school environment in compliance with Occupational Safety and Health Administration (OSHA) guidelines, implementing the Blood Borne (BBP) Control Plan and other interventions as indicated.
- Assesses and prepares discipline specific information as required by health care professionals, administrators or other staff to provide for the medical needs of the students.
- Organizes and coordinates immunization clinics for students as needed, in cooperation with local and state public health agencies.
- Organizes immunization clinic for staff as required by the Blood Borne Pathogen Policy.
- Coordinates the Family Living curriculum taught in the fifth and sixth grades.
- Attends committee meetings and conferences regarding health services and curriculum.
- Provides job specific training to certified and non-certified staff.
- Reviews requests for exemptions from State Regulations regarding physicals and immunizations and notify parents of decision.
- Collects, completes and submits health data and reports to appropriate local/state agencies as required.

As the Building Registered Nurse:

Nursing Care

- Provides direct professional nursing services, first aid, illness, and emergency care to students and staff in response to the nursing assessment and in accordance with professional standards, school policy and procedures, and state and local mandates.
- Participates in the implementation of the total school health program.
- Administers medication with appropriate documentation.
- Participates in home visits as necessary.
- Implements and supervises policies and procedures for nuisance control.
- Performs mandated and recommended school health screenings.
- Conducts health screenings for teachers and staff.
- Makes appropriate assessment and referrals for suspected abuse/neglect as a mandated reporter.

Communication

- Maintains communication with teachers, other school personnel, parents/guardians and other medical personnel to enhance cooperative action, which will meet the health and safety needs of students.
- Provides health services, information, and counseling in an effective and positive manner to enhance the health and wellness of the school community.
- Completes accident/incident reports for students/staff.
- Assists staff with the completion of health histories for educational evaluations.
- Advises on exclusion and readmission of students following guidelines for communicable diseases and mandated compliance with physical examinations and immunizations.
- Maintains confidentiality regarding all school and health-related issues.

Organization

- Maintains a daily log of student visits.
- Participates in maintaining accurate individual health records to assure compliance with state mandates including immunizations, physical examinations, dental examinations, and medical conditions, and the related archival responsibilities.
- Maintains the daily environment of the health office facility and supplies
- Utilizes existing technology effectively in the performance of duties.
- Performs other health or school related work as required.

Professional Development

- Participates as a member of a multi-disciplinary team for IEP/504 determination and management.
- Participates in developing and implementing emergency health care policies and procedures.
- Participates in developing and implementing crisis intervention strategies.
- Utilizes continuing education opportunities to enhance professional knowledge.
- Other duties as assigned by the Building Principal.

Terms of Employment:

Pay in accordance with the O'Fallon Classroom Federation of Teachers' (OCFT) Contract in consideration of nursing and education experience.

Evaluation:

Performance of this job will be evaluated in accordance with the provisions of the Board policy and contractual requirement for OCFT.