

SCHOOL NURSE Job Description

GENERAL DESCRIPTION

The school nurse shall be a registered nurse with a current license. The school nurse reports to the Chief of Staff. The school nurse works independently to provide an environment within the school that strengthens and facilitates the educational process by improving and protecting the health status of children.

The major focus of school nursing services is the prevention of illness and disability, and the early detection and correction of health problems. The school nurse is uniquely qualified in preventive health, health assessment, and referral procedures.

Qualifications:

- Bachelor's degree or higher from an accredited school of nursing.
- Possession of a current RN license to practice professional nursing in Michigan.
- Three years' experience as a professional registered nurse.

Responsibilities:

- Provides health assessments as warranted throughout the school day such as injury/illness intervention
- Coordinates plan of care by working with families and teachers on individual student needs, working with student support services, as well as following physician's orders for students with medical plans that must be addressed during school day. This includes, but is not limited to, dispensing medications, food allergy training, and diabetes plans.
- Coordinates vision and hearing screenings with Oakland County Health Department.
- Collects and reports required immunization data for the State of Michigan.
- Collects and reports weekly illnesses and communicable diseases to the Health Department.
- Provides ongoing health education and notifications to students, parents and school personnel.
- Advocates for continued improvement of school programs to meet students' health needs.
- Liaison between Auburn Hills police/fire and the school for safety plan and evacuation plans.
- Coordinates school safety drills including scheduling, reporting, and updating protocols as needed.
- Serves as a resource person to the classroom teacher and administrator in health instruction for special topics, such as puberty, hygiene, heart health, and other requested areas.
- Engages in research and evaluation of school health services to act as a change agent for school health programs and school nursing practices.

Administration:

- Responsible for maintaining and updating cumulative health records.
- Helps develop/revise school health policies, procedures and standing orders.
- Prepares the budget for school health supplies.
- Reviews, revises and implements emergency policies, including in-service health and safety programs for personnel.
- Prepares first aid kits for each classroom and work area.
- Prepares field trip bags for students with medical conditions.
- Enforces the school medication policy and procedure.
- Participates in local school nurse communities at the local and state level to gain enrichment and to provide most current standards of practice.

EVALUATION:

The Chief of Staff will evaluate the School Nurse annually after receiving input from the Elementary and Secondary Principals and Athletic Director. The evaluation will be based on the performance responsibilities above.