CLASS TITLE: SCHOOL NURSE
REPORTS TO: District Nurse or Designee
EXEMPT STATUS: Non-Exempt
APPROVED: January 14, 2016- Order #2016-1720

BASIC FUNCTION:
Perform specialized work including various nursing procedures within scope of practice relating to students in a school setting and public health population-centered activities. Administer first aid according to established procedures; conduct a variety of health screenings; prepare and maintain accurate student medical records.

REPRESENTATIVE DUTIES:
- Nursing Assessment of health problems with referral to Local Health Care Provider as needed
- Case management of students with Chronic Health Care Needs and those needing Emergency
- Action Plans, which may include treatment and coverage of diabetics, seizures, asthma and severe allergic reactions, etc.
- KDE-Special Education mandated screenings
- Immunization Consultation for Compliance
- Medication delegation and training, which includes log review, follow-up and oversight
- Health Condition Inventory with documentation in Infinite Campus and condition flags placed and updated for students with health conditions
- Vision screenings for IEP/ARCs, as time permits
- Communicable Disease Surveillance
- Provides patient education/teaching on a variety of preventive health topics.
- Responsible for electronic medical documentation in Infinite Campus following program standards.
- Assures patient or legal guardian consent for treatment and release of information signatures when indicated, following program standards
- Maintain regular attendance.
- Perform other duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
- First aid, CPR and nursing practices and procedures.
- Various health-screening practices, procedures and techniques.
- Oral and written communication skills.
- Record-keeping techniques.
• Policies and objectives of assigned program and activities.
• Interpersonal skills using tact, patience and courtesy.
• Health and safety regulations.
• Contagious diseases.

ABILITY TO:
• Administer first aid according to established procedures.
• Conduct variety of health screenings.
• Prepare and maintain accurate student medical records.
• Make referrals and perform follow-up.
• Maintain medical equipment in proper working condition.
• Understand and follow written prescriptions.
• Communicate effectively both orally and in writing.
• Establish and maintain cooperative and effective working relationships with others.
• Maintain current knowledge of technological advances in the field.
• Complete work with many interruptions.
• Determine appropriate action within clearly defined guidelines.
• Observe health and safety regulations.

PHYSICAL DEMANDS
• Work is performed while standing, sitting and/or walking
• Requires the ability to communicate effectively using speech, vision and hearing
• Requires the use of hands for simple grasping and fine manipulations
• Requires bending, squatting, crawling, climbing, reaching
• Requires the ability to lift, carry, push or pull light weights

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EDUCATION AND EXPERIENCE:
• Bachelor of Science in Nursing (BSN) or Associate of Science in Nursing (ADN)
• One year pediatric clinical work experience preferred.
• Preference may be given to nurses who have worked as a school nurse in the state of Kentucky and have completed the Kentucky Department of Public Health PEDIATRIC WELL CHILD TRAINING.

CERTIFICATION REQUIREMENTS (ALL)
• Valid Kentucky RN License
• Valid CPR Certification
• Valid Motor Vehicle Operators License