

# **411.50R1 Job Description, School Nurse**

Friday, August 11, 2023

## **Job Description of the School Health Nurse**

The school nurse shall be responsible to and evaluated by the superintendent of schools. The job description of the school nurse shall include but not be limited to the following:

I Conducting state mandated school health screenings as prescribed by statute and regulations established by the State Department of Health and Human Services.

II Performing individual student health assessments that may include height and weight measurements; behavioral, social, and physical coordination observations; and nutritional evaluations.

III Serving as a liaison to parents, school personnel, physicians, clinics, and other agencies on school medical matters, including referrals following health examinations.

IV Maintaining up-to-date cumulative health records on all students.

V Observing students on a regular basis to detect health needs.

VI Assuming authority, in the absence of a physician, for the care of a student or staff member, who has suffered injury or emergency illness. This will include notification of parents, guardian, or a spouse; notification of appropriate school personnel; arranging appropriate and safe transportation; and conducting followups to include the filing of accident reports.

VII Visiting a student's home when necessary. Advising parents or guardians on student health needs or practices when needed.

VIII Participating with school staff in developing and implementing total school health programs.

IX Advising on modification of the educational program to meet health needs to individual student.

X Preparing and submitting reports to school administrators and State Department of Health.

XI Authorizing exclusion and readmission of students in connection with infectious or contagious diseases according to the policies set forth by this school district and the State Department of Health and Human Services.

XII. Advising teachers and administration on health matters, particularly regarding screening of student health defects.

XIII. Assisting school personnel in establishing and maintaining sanitary conditions in school.

XIV. Attending school committee meetings and conferences regarding health service and health curriculums.

XV. Participating in inservice training programs, as requested.

XVI. Serving as an instructional resource in regular classrooms on health careers and health-related topics.

XVII. Keeping a log of medications and treatments given by the school health nurse.

XVIII. Participating in the delivery of special stretching exercises for children with special needs. The parent, occupational or physical therapist will instruct the nurse in the proper procedures.

XIX. Obtaining medical and developmental history at the time of the initial enrollment of all students.

XX. Participating in kindergarten roundup day.

XXI. Counseling teachers, parents, and peer groups regarding the acceptance of the disabled child.

XXII. Participating in parent conferences if necessary.

XXIII. Conducting the necessary inservice programs, preparing staff members to meet Department of Health and Human Services requirements to serve as

unlicensed school representatives to administer medication to students.

XXIV. Contacting parents or guardians when a student has multiple absences from school due to health concerns.

XXV. Representing various health related programs to students, such as dental health awareness, pre-adolescent films, HIV, drugs, etc.

XXVI. Distributing medication and maintaining a record of medication distributed to children during the school day as needed.

XXVII. Ordering supplies that are needed for use in the nurse's office.

XXVIII. Examining for head lice as needed.

XXIX. Assisting the administrator or teacher when working on a suspected sexual or physical abuse concern.

XXX. Knowing the protocol for notifying specific parents in case of an emergency.

XXXI. Preparing a confidential medical list of children at the beginning of each year. Updates will be added as needed during the year. This list is to be passed out to staff.

XXXII. Advising teachers and administrators on specific illnesses that are common to the students of the school. Knowing the specifics for each child and his or her treatment. Advising staff members on best way in working with children that may be experiencing medical problems.

XXXIII. Serving on the school district's drug free action team.

XXXIV. Performing other tasks and duties as assigned.

XXXV. Minimum physical activities: Having the ability to perform the physical activities and work in the environmental conditions as follows:

A. Requires prolonged sitting or standing, and the use of equipment including repetitive motions and computer eye fatigue.

B. Must occasionally work in noisy and crowded environments with numerous interruptions.

C. Requires stooping, bending, kneeling, turning, balancing, and reaching.

D. Requires driving.

E. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.

F. Requires working conditions that may include possible exposure to communicable diseases, HIV patients, working with sharp medical instruments, and the need for making instantaneous decisions that could result in the wellbeing of the patient.

XXXVI. Minimum educational preparation requirements:

A. Nebraska registered nurse certification or licensure with school nurse special services counseling certificate.

B. Applicable work experience will be given consideration.

Legal Reference:

§79-248 through §79-253

Pupils, physical examination.