

North Andrew R-VI Job Description and List of Responsibilities for the Registered School Nurse

The registered school nurse will:

1. Health Office Management

- a) Be available for consultation by telephone or in person.
- b) Provide guidelines/protocols for care of illness and injury.
- c) Review health room logs on a routine basis (frequency determined by RN).
- d) Review medication and treatment logs on a routine basis and maintain record of review.
- e) Consult with assistant concerning students with health and absentee problems.
- f) Develop or maintain community resource file for access to care and referrals.

2. Special Health Care Needs

- a) Assess students with special health care needs to determine level of care needed.
- b) Provide initial screening programs for vision, hearing, and dental programs, if needed.
- c) Identify those students needing health care plans (Emergency Action Plans, Asthma Action Plans, Individual Healthcare Plans, Section 504 Accommodation Plans, etc.) and prepare as needed. Provide staff education regarding chronic health conditions as needed.
- d) Participate in observation of students with ADD/ADHD when requested.
- e) Develop individualized healthcare plans (IHP) for students with chronic illness or disability, in collaboration with assistant.
- f) Assign implementation activities of IHP for other caregivers, as appropriate.

3. Screening Programs

- a) Determine the frequency of screenings, by program and grade, after consultation with school administration.
- b) Assist with initial screening programs for vision, hearing, and dental programs, if needed.
- c) Conduct scoliosis screening program on selected grades, with assistant.
- d) Rescreen all students identified with possible defects, review health history, and consult with parent(s)/guardian(s) as needed in making referral decisions.
- e) Monitor referral completion rates and assists as needed with parental contact.
- f) Prepare health information from screenings for IEP staffing as requested.

4. Education

- a) Provide in-services/training to designated school personnel as needed, on medication administration, CPR, AED/ Epi Pen use and First Aid skills.
- b) Provide classroom instruction on health topics when appropriate and as requested.
- c) Provide student-specific information to teachers regarding students with special health care concerns.
- d) Assist teachers in finding health instruction resources.
- e) Provide input regarding health instruction/curriculum needs.

5. Other Duties

- a) Conduct a safe assessment of the school environment on a routine basis to include playground equipment, restrooms; replace/maintain first aid kits, AED/Epi Pen devices, Stock Albuterol/Nebulizer, etc.
- b) Assist in the event of illness outbreaks, e.g., data collection and management of health concerns with collaboration of local health department and supporting Physician (if available).
- c) Provide assistance to the athletic director and/or coaches in maintaining athletic supplies in coach's bags, train on use of items as necessary within bags.
- d) Maintain nursing skills/education and certifications required for optimum job performance.

6. Evaluation

- a) Monitor school health nursing activities, including triage of illness and injury, medications and treatments, absenteeism, etc. (frequency to be determined by RN, suggested minimum is four hours per week).
- b) Assign duties to assistant according to competencies demonstrated via yearly training.
- c) Review results of screening programs to determine plan for subsequent school year.
- d) Meet on a routine basis with assistant and school administrator to review program.
- e) Collaborate with school administrator in performance evaluation.

School administrator will provide input for performance evaluation of the registered nurse in the role of program manager and school nurse.