



EXCELSIOR SPRINGS

SCHOOL DISTRICT

— *Together, Achieving Excellence* —

Job Description

POSITION DESCRIPTION:	School Nurse
F.L.S.A.:	Non-Exempt
TERMS OF EMPLOYMENT:	Student contact days, plus 5 additional days (179 days) 7.5 hrs/day
QUALIFICATIONS:	License Practical Nurse, licensed in the state of Missouri, in good standing. Basic Life Support certified Effective communication skills Minimum of one year nursing experience in community health, pediatrics, emergency care or triage or primary care physician's office preferred. Ability to stand, sit, push, pull, bend, squat, reach repetitiously for periods of time and lift 50 lbs. repeatedly.
REPORTS TO:	Nursing Supervisor, Building Administrator, Director of Student Services

PERFORMANCE RESPONSIBILITIES:

Working under direction of the Nursing Supervisor, the School Nurse uses standardized practices and/or methods while following state law and school board policies and procedures to deliver nursing care to students. The school nurse employs primary prevention by providing health education that promotes physical and mental health and inform healthcare decisions, prevents disease and enhances school performance. Addressing such topics as healthy lifestyles, risk-reducing behaviors and preventative self-care, the school nurse uses teaching methods that are appropriate to the student's developmental level, learning needs, readiness and ability to learn. Screenings, referrals, and follow up are secondary prevention strategies that school nurses utilize to detect and treat health related issues in their early stages.

ESSENTIAL JOB FUNCTIONS:

1. Assumes self-responsibility for all direct care activities, appropriate assessment, planning, intervention, evaluate and referral activities as indicated by the Nursing Supervisor within the scope of the Nurse Practice Act and the Excelsior Springs School District policies and procedures.
2. Provide nursing care and physical screening to students; assess students and implement first aid measures for students as needed.



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3. Gives direct care according to the students individual needs as directed by the students records, IHPs, and/or 504 plans.
4. May administer prescribed and over the counter medications according to policy and procedure.
5. Performs selected prescribed treatments and nursing measure for the student under specific guidelines, including but not limited to straight catheterizations, tube feedings, nebulizer treatments, etc.
6. Notifies Nursing Supervisor of significant findings or changes in students physical or mental conditions.
7. Maintains the confidentiality of students' records.
8. Provide health education and anticipatory prevention counseling.
9. Follow procedures for suspected cases of child abuse and neglect.
10. Initiate Basic Life Support/ CPR and/or administer emergency medications according to policy and procedure and initiate Emergency Medical Services as needed.

OTHER JOB FUNCTIONS:

1. Implement and record required screening programs; notify parents when further medical evaluation is indicated.
2. Establish and update health and immunization records.
3. Coordinate presentations by various agencies and professionals on pertinent health care topics for students and/or school staff.
4. Maintain school medical equipment and asses the need for consumable supplies.