

**SYRACUSE-DUNBAR-AVOCA PUBLIC SCHOOLS
JOB DESCRIPTION**

DEPARTMENT: Health Services
JOB TITLE: School Nurse

REQUIREMENTS:

- A. Education Level:**
- B. Certification:** LPN or RN.
- C. Experience Desired:** Previous experience as a nurse.
- D. Attendance:** Performance of this position requires daily attendance. Benefits provided as identified in board of education policy.
- E. Other Requirements:** Cooperative and flexible; pleasant personality; ability to communicate with staff, students and public; appropriate professional dress.

REPORTS TO: Building Principals
RECEIVES GUIDANCE FROM: Building Principals
EVALUATED BY: Building Principals

ESSENTIAL FUNCTIONS: To provide the fullest possible educational opportunity for each district student by minimizing absence due to illness and creating a climate of health and well-being in the district.

RESPONSIBILITIES:

- Conducts school programs of immunization, physical examinations, and sight and hearing testing.
- Observes students on a regular basis to detect health needs.
- Instructs teachers on screening students for health defects.
- Maintains up-to-date cumulative health records on all students.
- Reports to parents, school personnel, and physicians on student health matters as directed by the administration.
- Visits homes of students when necessary.
- Assumes authority, in the absence of a physician, for the care of a student or a staff member who has suffered an injury or an emergency illness.
- Administers first aid in accordance with established first aid procedures.

- Makes recommendations to physicians and/or parents on health needs of individual students.
- Implements Board policy on exclusion and readmission of students in connection with infectious and contagious diseases.
- Assists school personnel in maintaining sanitary standards in the schools.
- Accompanies a sick or injured student to their home or hospital when assigned.
- Remains current on immunization requirements for school entry
- Maintains current documentation on “Asthma Protocol” for students
- Maintain a current inventory of supplies
- Maintain health logs as required by the State
- Assists in toilet needs of special needs students
- Assists in maintaining basic office operation in the event of other staff absences

School Nurse

Daily:

- Records student attendance log of absences and illnesses
- Verifies absences with parents when necessary
- Records health log of medications taken by students
- Records health log of student injuries and illnesses

Weekly:

- Reports student illnesses to State Health Department

Periodically:

- Conducts lice checks to maintain the NIT free policy
- Conducts “drug testing” for selected drivers
- Reports to high school when needed for injuries or illness

Yearly:

- Coordinates and implements the Hepatitis vaccination for new personnel
- Coordinates and implements the Hepatitis vaccination for sixth grade students
- Presents puberty/menstruation information to 4th grade female students
- Presents physical and immunization requirements to new parents at kindergarten roundup
- Coordinates instruction and updates CPR training for staff
- Conducts training for the use of the defibrillator for staff team
- Records weights and heights of elementary students
- Collects and mails student insurance forms at start of the year

Perform other duties as assigned by the principal.