



## District School Nurse

### Job Description

#### DESCRIPTION

The school nurse is responsible for carrying out the health program in the Chetek-Weyerhaeuser Area School District, as defined by Wisconsin state statutes, administrative rules, district policies, and consistent with the Wisconsin Nurse Practice Act. The goals of the position are to maintain and/or improve the health status of students, thus enabling them to benefit from their educational experiences, and to promote optimum health status and lifestyles for all students through the joint efforts of the home, school, and community.

#### REQUIREMENTS

Job requirements include the completion of a nursing program that resulted in at least a bachelor's degree and state licensure as a registered professional nurse. Minimum of Associate Degree (+Public or Community Health Nursing Course) as outlined by DPI. Certification in CPR, AED, and first aid is required. Prior experience in school health, public health, or pediatrics is preferred. Valid driver's license; personal transportation required.

#### DUTIES AND RESPONSIBILITIES

- A. Provides direct professional nursing services, first aid, and illness and emergency care to students and staff in response to the nursing assessment and in accordance with professional standards, school policy and procedures, and state and local mandates.
- B. Participates in the planning of the school health program (health services, health education, school environment, district wellness committee) based on student needs.
- C. Participates on problem-solving team, providing leadership and guidance on issues involving physical health, mental health and safety.
- D. Assesses and provides, nursing services and emergency care as needed to promote student success at school.
- E. Collects and maintains up-to-date information about the health and developmental status of students.
- F. Obtains and develops a health and developmental history for students and assures that students are in compliance with state health mandates concerning immunizations, physical examinations, medical conditions, and the related archival responsibilities.

- G. Prepares legal notices, immunization forms, and immunization schedules.
- H. Provides Blood-borne Pathogen (BBP) information and supplies to staff annually.
- I. Reviews health files on all new students and brings them up-to-date.
- J. Coordinates and/or Conducts student vision and hearing tests, evaluates findings and refers deficits in vision, hearing, etc.
- K. Gives notification of special medical needs of students.
  - a. Develops each fall a list of students with health concerns and shares this list with teachers, and food service and office personnel.
- L. Makes appropriate assessment and referrals for suspected abuse/neglect as a mandated reporter.
- M. Develops health care and 504 plans to meet student health and medical needs.
  - a. Develops health plan to comply with physician's directives and shares modifications with staff.
- N. Checks for lice and provides parents in-service treatment and prevention.
- O. Assists in establishing a communicable disease prevention and control program.
- P. Administers medication and treatments with appropriate guidelines and documentation; knows purpose and side effects of medication/treatments.
- Q. Provides supervision to school office personnel concerning student health needs.
- R. Trains administrative assistants in medication distribution procedures including side effects and documentation.
  - a. Provides administrative assistants with:
    - i. Allergy lists
    - ii. Training of the proper use and storage of an epi pen
    - iii. List of all students with asthma or other conditions that need regular medication.
    - iv. Training of preparing and filing of injury reports that are given to nurse.
- S. Prepares and Keeps school first aid kits supplied.
- T. Initiates and implements health services for staff.
- U. Designs and implements in-service education programs for school staff.

- V. Arranges for Standard First Aid, CPR, and Heartsaver AED training in each building.
- W. Schedules county immunizations (flu) for staff & students.
- X. Maintains accurate school records and prepares written reports of the school health program as requested.
- Y. Coordinates tuberculosis testing for all relevant school personnel.
- Z. Performs other tasks and responsibilities assigned by the supervisor.

**TERMS OF EMPLOYMENT**

Annual salary will be determined based on experience and comparable to other professionals in the system/profession.