

SCHOOL HEALTH NURSE

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Administers first aid to students, school staff, visitors, or other individuals; ensures compliance with Virginia School Health Guidelines, the Code of Virginia, and all other applicable codes, laws, rules, policies, and procedures. Work is performed under general supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Ensures departmental compliance with Virginia School Health Guidelines, and the Code of Virginia and all other applicable codes, laws, rules, policies and procedures;
- Administers first aid to injured students, school staff, visitors, or other individuals;
- Checks vital signs and obtains general medical data;
- Administers prescription and non-prescription medication in accordance with established procedures and written permissions;
- Initiates communications with parents regarding student health issues and emergency situations;
- Responds to emergency situations, determines appropriate action to be taken;
- Documents daily clinic visits; prepare and maintain files and reports;
- Assists medically fragile students as needed.
- Maintains and upholds School policies and procedures.

KNOWLEDGE, SKILLS AND ABILITIES:

Must be able to maintain confidential files and information, compile reports as needed, demonstrate sound judgement, communicate effectively with parents, students, and teachers both verbally and in writing. Must possess office management skills such as typing, computer literacy, filing and copying, as well as demonstrate ongoing physical competence to perform assigned responsibilities.

EDUCATION AND EXPERIENCE:

Must possess a valid RN. Current certification in First Aid and CPR required. Previous experience in school nursing a plus; general knowledge of practices, methods, and techniques used in providing routine medical assistance required.

PHYSICAL REQUIREMENTS:

This is potentially heavy work requiring the exertion of up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, and repetitive motions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.