

SCHOOL DISTRICT OF BAYFIELD
SCHOOL NURSE
(POSITION DESCRIPTION)

QUALIFICATIONS:

- A. Appropriate certification as required by the Wisconsin Department of Public Instruction (DPI).
- B. A bachelor's degree from an approved school nursing program and the institutional endorsement.
- C. Must be a registered nurse in Wisconsin.
- D. Experience in a school setting.

REPORTS TO: Director of Pupil Services and Special Education

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The school nurse is responsible for administering the District's health program, with direction from Wisconsin Statutes, administrative rules and board policies.

1. Arrange in-service training programs for school personnel for first aid, emergency care procedures and health issues.
2. Promote safety practices both within school buildings and the District and plan, organize and coordinate first aid and emergency care.
3. Consult with school administration to review policies and procedures including recommending policy revisions to the Board Policies Committee.
4. Assess and evaluate the health and developmental status of students.
5. Direct screening programs and provide secondary screening prior to referral.
6. Perform routine screening procedures.
7. Maintain and record screening data on cumulative health record.
8. Assume responsibility for selection and referral of students identified by the screening process as needing medical or other care.
9. Compile information including observations, medical records, screening results and interpret data for families, school personnel and in some cases, students.
10. Monitor pupil immunizations and submit county, state and federal reports.
11. Provide first hand interventions for diabetic students, as well as providing training to teachers, aides and other caregivers.
12. Maintain health records and use that information to initiate ameliorative action or support outside intervention.
13. Participate in health counseling, planned and unplanned, with individuals and groups to assist students in improving health, promoting self-care, decision-making and wellness behavior.

14. Provide teachers with up to date resource materials and instruction when requested.
15. Provide parents with information about student health problems and parental responsibility for the health care of children.
16. Order supplies and equipment staying within budget.
17. Maintain daily log of students seen for health related problems and concerns.
18. Assist in identifying and reporting suspected child abuse and neglect.
19. Serve as school liaison with the home, physicians, health and social services and other agencies.
20. Maintain ongoing program assessment and evaluation.
21. Participate in professional development.
22. Assist in developing individualized health plans for students with health, Alcohol and Other Drug Abuse (AODA) and/or special education needs.
23. Collaborate with other professionals in assessing, planning, implementing, and evaluating programs including student nutrition.
24. Serve as resource person for health education classes and as contributing member of curriculum committee and health education.
25. Provide direct instruction to students regarding health, well-being and human growth and development.
26. Work with the Director of Pupil Services and Special Education and Finance Director to generate a nursing budget.
27. Be a team participant in addressing medical, behavioral and mental health needs of special and regular education students.
28. Other duties as assigned by Administration.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The work environment:

- is indoors;
- is in a temperature controlled area;
- is where frequent interruptions and distractions occur;
- is where moderate levels of noise are likely to occur;
- is where possible exposure to human blood and bodily fluids may occur.

APPROVED: July 12, 2004

REVISED: June 14, 2010