

Cochrane-Fountain School District – Job Description

Title: School Nurse

Summary

The Registered Nurse (ADN/BSN) assists in coordinating the health services to students and employees within the District and ensures that all health services comply with Federal and State laws and standards. The RN provides assistance and care of sick and injured students, maintains health and medical documentation for the school, performs medical procedures as necessary, and is part of the educational team for health education and promotion.

Essential Duties and Responsibilities

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Direct Student & Staff Care

- Perform nursing tasks consistent with educational preparation commensurate with certification/licensure.
- Provide emergency care of student or staff illness or injury.
- Assess, monitor, and treat student health conditions/episodes.
- Creates and manages student health plans, coordinating care between school, family, and primary health care providers.
- Monitor students' health status during periods of short-term rest or recovery; follow up on medically excused absences, as necessary.
- Refer emergency situations to parents, physicians, and hospitals, referring non-emergency situations to parents and appropriate personnel.
- Assist in the prevention and control of communicable diseases.

Health Services Management

- Develop, update, and maintain health related policies, protocols, and procedures based on evidence-based research, standards of care, and with input from medical advisors and associated committees/boards.
- Assist in obtaining and maintaining emergency cards, immunization records and other appropriate medical documents for students and personnel.
- Prepare budget for supplies, materials, and equipment. Maintain inventory of supplies and equipment. Make recommendations toward the purchases of larger medical/office equipment.

Health Care Education

- Train and supervise school staff to administer student medications and specialized healthcare procedures in accordance with the school district policies.
- Support wellness and health activities to improve and maintain a healthy school environment.
- Act as a resource person to staff members for materials pertaining to various health units.
- Conduct informational/educational program(s) on human growth and development, physiology, and hygiene, and/or other curricular health needs as directed by the curriculum director or administrator.
- Train identified staff in first aid, CPR, and use of the AED device.
- Co-coordinate school-based medical emergency response teams and training.

Community Connections

- Communicate with parents/guardians and children regarding health problems with cultural competence.
- Maintain connections with community agencies, schools, and families to provide on-going health support.
- Seek out local and other resources to expand health support in the school setting.
- Meet with other school-based health providers, DPI representatives, county health officials, and other health organizations as needed to remain current and informed about state and local health situations and issues.

Professional Responsibilities

- Maintain a high level of ethical behavior and confidentiality of information about students.
- Remain current in certifications, licenses, etc., that pertain to job responsibilities.
- Actively participate in in-service and training programs as requested.
- Maintain a positive workplace attitude and demeanor.
- Collaborate with others in a positive manner.
- Follow all safety procedures and use proper safety equipment in the performance of all duties.
- Know and comply with all school district policies and procedures.
- Adheres to legal and procedural requirements that pertain to job responsibilities.
- Complete all necessary records and reports in a timely manner.
- Follow all local, state, and federal regulations as they apply to the job.
- Perform other duties as assigned by Administration.

Typical Physical Requirements

- Exertion of 10-50 pounds of force occasionally, and/or 10-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.
- Frequent standing, walking, reaching, grasping, holding.
- Occasional stooping, crouching, kneeling, and crawling.

Qualifications for Employment:

Required

- Current Wisconsin State Licensure as a *Registered Nurse*.
- *Minimum of Associate Degree (+Public or Community Health Nursing Course) as outlined by DPI.*

Preferred

- *BSN or MSN.*
- Current CPR certification (maintenance of certification while employed) / AED.
- Experience working with school age children, staff, parents/guardians, and physicians.

Terms of Employment:

Employment is full time during the regular school year whenever students are in session with the exclusion of breaks and holidays. Salary, benefits, and other compensation to be recommended by the Superintendent and approved by the School Board.

Evaluation:

Annual evaluation to be completed by Superintendent.

Adopted by the Cochrane-Fountain City School Board: 2/17/2021