

Wentzville R-IV School District
Position Description
Locator: 8.01

Position Title: School Nurse

Reports To: Principal/Assistant Superintendent for Special Services

SUMMARY

Provides basic health care services to district students during the school day, thereby minimizing student absence due to illness and creating a climate of health and well-being in the District schools.

QUALIFICATIONS/REQUIREMENTS

School nurses must hold a valid state license to practice as a registered nurse.

ESSENTIAL JOB DUTIES

- Assesses and provides health-care services to students who have either acute or long-term health concerns.
- Administers first aid and screens students and personnel who become ill or injured.
- Reports and records all injuries and accidents accurately.
- Dispenses medications and provides physical care according to school policy.
- Refers ill or injured students for proper assistance, as needed.
- Identifies students with special health conditions (i.e., diabetes, asthma, epilepsy, cardiovascular limitations, etc.).
- Confers with the parent/guardian and obtains a written history and action care plan for each student as deemed necessary.
- Evaluates the student's needs at school and develops a care plan. (Appendices: N-2 through N-fl. Delegates and trains paraprofessionals to perform selected nursing tasks, when needed.
- Plans and implements District health screening program.
- Conducts routine screenings:
- Conducts hearing/vision screenings for K, 1, 3, 5, 7, and vision only 9.
- Conducts scoliosis screenings for 6 and 8 (9 - recheck 8th grade referrals and new students) and growth & development screenings (HT/WT) for K, 1, 3, 5, 7, and 9.
- Conducts screenings as needed for newly enrolled/transfer students, specially referred students suspected of having a health difficulty, follow-up screening for students with a history of vision, hearing, or blood pressure problems.
- Conducts health screening for students referred for special education evaluation and participates in diagnostic staffing, as needed.
- Informs parents and school staff of any suspected health problems observed during screening activities.

**Wentzville R-IV School District
Position Description**

Locator: 8.01

Page 2

- Maintains a record of the screening results in student permanent record.
- Assists parents, as needed, in locating health care services for their child (e.g., civic organizations which provide free medical assistance, public health department).
- Consults with regular classroom Special Education teachers on special classroom needs of students with health problems, which affect school performance.
- Attends staffings and IEP of special education students when health concerns are present. Prepares an Individual Health Care Plan, when necessary (Appendix N-7).
- Participates on Homebound and Section 504 building teams.
- Monitors student compliance with state immunization and communicable disease laws.
- Determines immunization status of all students and notifies parents of immunization needs.
- Notifies parents, as needed, of students communicable disease exposure, symptoms, and proper medical attention required.
- Develops and implements District health awareness programs.
- Promotes good health practices for the general well-being using posters, pamphlets, counseling, and articles in school paper.
- Counsels individual students on health matters, as needed.
- Conducts demonstrations and discussions on subjects concerning health in the classroom, upon the request of the teacher.
- Provides special programs on timely health topics (e.g., drug/alcohol abuse, teenage pregnancy, family life, dental hygiene, nutrition).
- Provides for smooth operation of building health care program.
- Maintains comprehensive health records on all students.
- Keeps accurate records of all daily clinic visits.
- Transfers health information to other schools, upon request, and request health information on students as needed.
- Maintains and orders supplies and first aid materials for clinic.
- Maintains inventory of clinic supplies and equipment.
- Reports any unusual incidents, observations, or procedures employed to the Building Principal.
- Reports any cases of suspected child abuse and negligence to the Building Principal.
- Makes home visits with the Principal, when needed, to promote child welfare.

Wentzville R-IV School District
Position Description
Locator: 8.01
Page 3

- Helps correlate health services with total school program.
- Maintains frequent communication with principal/teachers regarding health care programs and individual student needs.
- Arranges for and trains parent volunteers, as deemed necessary.
- Provides in-service training for new staff on health care services/procedures.
- Prepares reports as assigned by the Assistant Superintendent for Special Services.
- Recommends changes and updates in the Health Care Handbook to the Assistant Superintendent for Special Services.

OTHER DUTIES AND RESPONSIBILITIES

Performs other duties as assigned by the Principal/Assistant Superintendent for Special Services.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work year to be in accordance with current pay plan and District Policy.

EVALUATION

Performance in this position will be evaluated annually in accordance with District Policy on evaluation of support staff personnel.