

# SCHOOL NURSE

## **JOB GOAL:**

To coordinate, organize and deliver health care services to students and staff of Santa Maria Joint Union High School District.

## **DUTIES AND RESPONSIBILITIES:**

Serve as health resource representative of the total school health program under the administrative direction of the site principal.

Act as liaison between school, community health-care providers, parents and students.

Function as a health resource within the school setting, providing various aspects of health education, and conducting instruction in the classroom, including, but not limited to, the following topics:

- a) human growth and development
- b) drug/alcohol/tobacco awareness and substance abuse
- c) nutrition
- d) dental health
- e) personal hygiene
- f) self-esteem, including refusal skills
- g) sexually-transmitted diseases
- h) preparation of medical treatment for the severely handicapped
- i) wellness/health promotion

Assist in planning for the care of students and school personnel who become ill or injured; inform appropriate staff members of physical or health conditions of students; organize the preparation and distribution of first aid kits for selected classrooms and field trips; administer first aid; and supervise the administration of prescribed medications at school.

Record and maintain a cumulative health record on all students; maintain immunization records on all students and prepare annual reports; review all emergency cards, record health problems and maintain legally required records.

Perform various state-mandated screenings at the appropriate grade level and counsel and refer parents, when appropriate, to available agencies for further assistance.

Participate, in conjunction with the Special Education Program, in the development of individualized educational programs (IEP). Provide educational and related services to students as directed in the IEP, specifically.

- a) manage health care for the students' special health needs in the school setting;
- b) interpret, for school personnel, the physician's orders for medication and special treatments;
- c) monitor the direct health-care services of outside agencies when required;
- d) develop procedures and provide training for necessary services to meet health needs;
- e) monitor the health-care services provided by other school personnel;
- f) provide recommendations to modify the school program to meet the students' health needs;
- g) provide emotional support to school personnel working with students with special needs;
- h) provide health consultation, education and promotion to the student and the family.

## **School Nurse - Job Description**

Provides direction to health aide.

Report any suspected child abuse to the site administrator; may participate in the referral to appropriate agencies.

Conduct instruction for classified and certificated staff in CPR, first aid, blood-borne pathogens, universal precautions and medication administration.

Exclude students with contagious or infectious diseases or infestations, and monitor re-admittance.

Grant temporary exemptions from P.E. to appropriate students; monitor the student's activity level upon return to the program.

Assist in identification of safety and health hazards on school sites.

Supervise the ordering and maintaining of health and first aid supplies, as needed, for assigned school sites.

Perform other related duties as assigned.

### **REPORTS TO:**

### **PRIMARY EVALUATOR:**

### **REQUIRED QUALIFICATIONS:**

Possession of a valid California School Nurse or School Health Credential and Audiometry certification.

CPR and First Aid Certificate.

Experience and/or training appropriate to fulfill requirements of the position.

Possession of a valid California driver's license.

### **DESIRED QUALIFICATIONS:**

Recent experience as School Nurse.

Demonstrated success in working with high school age students.

Experience in a multi-cultural setting.

Bilingual/Spanish.

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