



School Nurse - Highlands S D

J o b D e s c r i p t i o n

JOB INFORMATION

Title: School Nurse - Highlands S D

Employee Group: Professional

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ORGANIZATION

County: Allegheny

Entity: Highlands S D

JOB SUMMARY

To assist in addressing, maintaining and improving student health and the smooth and efficient operation and provision of school health services.

Essential Functions

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Abides by applicable federal, state and local school, school health and nurse practice laws and regulations, guidelines, mandated programs, District policies and administrative regulations, and applicable collective bargaining agreements. Recommends changes to District policies or administrative regulations. Reviews and abides by Pennsylvania Code of Professional Practice and Conduct for Educators.

Maintains comprehensive health records for each registered student and records of school nursing services. Maintains emergency information for students and staff and keeps records of communications with parents, staff, and community agencies regarding students.

Reviews and monitors students' immunization status and makes appropriate referrals to up-date immunizations as necessary.

Organizes, performs, and supervises state mandated health and wellness screenings for students.

Provides care for students who are ill or injured.

Organizes and assists the physician and dentist with state mandated physical exams to include those for athletes.

Serves as a resource for classroom teachers and the community regarding health and wellness education, growth and maturity, personal hygiene, and dental care.

Provides information and instruction on health topics as required and/or mandated.

Administers medication according to physician orders and school district policies and administrative procedures. Provides for safe storage of and emergency access to medications and reliable administration and recording of all doses given.

Maintains records for each person who has met the training requirements to administer emergency medications in accordance with law and regulations and notifies him/her if updates are required.

Assumes responsibility for supplies; count inventory and stock as needed and reconciles supply order to stock.

Ensures the timely delivery of all state-mandated health reports as required by PDE and the Department of Health, including compilation of student health data. Prepares reports as requested for the District.

Participates as requested in committees, programs and activities relating to student health and wellness including the Student Assistance Program, Crisis Team, Suicide Prevention, Drug and Alcohol Abuse Prevention.

Essential Functions

Identifies students at risk for physical or psychosocial problems and communicates concerns to parent/guardian or appropriate school personnel. Assists families with locating community resources for needed health care.

Helps to identify high risk children in need of services.

Assists with training of and sharing information with staff on recognizing signs of child abuse.

Maintains communication with staff regarding the physical and medical needs of students that may affect behavior, appearance or academic performance, while maintaining compliance with local, state, and federal regulations.

Participates as requested in development of accommodations for students with disabilities and implements all roles and responsibilities assigned to the school nurse. Develops Individualized Health Plans for students as necessary.

Performs other duties as assigned in accordance with school policy, administrative regulations, state and federal laws.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

Education Level	Education Details	Req	Pref
Bachelors Degree	Nursing	X	

Licenses and Certifications

Enter Licenses/Certifications	Lic/Certification Details	Req	Pref
	Valid Pennsylvania School Nurse Certification, RN; and Valid CPR/AED and First Aid certification	X	