



## ST. DAVID'S SCHOOL

**TITLE: SCHOOL NURSE**

**FLSA STATUS: Non-Exempt**

**ROLE FOCUS:**

This position requires a registered professional school nurse who provides expertise and oversight for school health services and promotion of health education serving all three divisions: lower, middle and upper schools. Using clinical knowledge and judgment, the school nurse provides healthcare to students and staff, while also serving as the liaison between school personnel, family and healthcare providers.

This is a part-time position (8 hours) for 1 day a week.

**TYPICAL EDUCATION AND EXPERIENCE:**

Candidate must be licensed as a registered nurse and experience in a school setting is preferred.

**OVERVIEW OF RESPONSIBILITIES:**

**PROVIDES CARE TO STUDENTS:**

1. Provides emergency care in the event of an illness or injury
2. Provides health assessment of students
3. Provides care to students with chronic illnesses (diabetes, asthma, allergies)
4. Initiates referrals and follow-up for students with health problems
5. Collaborates with senior school nurse, parents, teachers, staff, and healthcare providers to promote and secure student health services complying with legal requirements
6. Supervises prescribed treatments from healthcare providers
7. Oversees student electronic health record system

**PROVIDES SUPPORT TO PARENTS:**

1. Coordinates with senior school nurse the communication with parents for the purpose of advising them of changes in student health or recommending further medical intervention
2. Maintains students' confidential health files as required by legal and professional standards

**PROVIDES SUPPORT TO ST. DAVID'S SCHOOL:**

1. Administers screenings (hearing) in coordination with other school personnel
2. Develop and implement school health policies
3. Orders supplies and materials as needed for the daily functioning of the health office
4. Obtain and maintain certification as a CPR Instructor for the purpose of certifying staff and students in CPR and AED use
5. Report health and safety issues to appropriate Dean of Student Affairs