



ST. DAVID'S SCHOOL

TITLE: SCHOOL NURSE

FLSA STATUS: Exempt

ROLE FOCUS:

This position requires a registered professional school nurse, who will serve as the leader in the school community to oversee school health policies and programs. The school nurse 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 full-time position (40 hours) Monday through Friday during the school year.

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. Develops individual student health and emergency care plans for students with special health needs;
4. Provides care to students with chronic illnesses (diabetes, asthma, allergies);
5. Initiates referrals and follow-up for students with health problems;
6. Collaborates with parents, teachers, staff, and healthcare providers to promote and secure student health services complying with legal requirements;
7. Supervises prescribed treatments from healthcare providers;
8. Oversees student electronic health record system.

PROVIDES SUPPORT TO PARENTS:

1. Maintains communication with parents for the purpose of advising them of changes in student health or recommending further medical intervention;
2. Maintains student's 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. Develops and implements school health policies;
3. Serves as leader in the school for communicable disease control;
4. Orders supplies and materials as needed for the daily functioning of the health office;
5. Provides training on a variety of health-related subjects (CPR, disaster preparedness, food allergies, OSHA, etc.) to students and staff;
6. Coordinates an annual flu shot clinic for school personnel and their families;
7. Serves as a member of the Crisis Team;
8. Obtains and maintains certification as a CPR Instructor for the purpose of certifying staff and students in CPR and AED use;
9. Reports health and safety issues to appropriate Division Principal and/or Administrator;
10. Leads the First Responder Team through identifying and training team members from current faculty and staff. Establishes communication protocols for First Responder Team and School Resource Officer.