

SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: Nurse LPN

FLSA: Non-exempt

GENERAL SUMMARY

Under direct supervision, is responsible for promoting and maintaining the health and well being of all students including assessments, first aid, counseling and emergency care. Reports to the Coordinator of School Nurses.

ESSENTIAL FUNCTIONS

Monitors, evaluates and treats physical/medical conditions of students; confers with physicians as needed for proper treatment of injuries/illnesses; refers all severe health problems to parents for further diagnosis and remedy; refers continuing health problems to outside community sources.

Reviews student medical files to assess immunization status; maintains accurate and current immunization documentation in compliance with state law, submits required reports to DHEC.

Conducts periodic vision, hearing, scoliosis, blood pressure, and head lice screenings; provides referrals to parents for students when screenings indicate physical/medical problems.

Gathers necessary information for Individual Health Care Plans (IHPs) and Emergency Health Care Plans (EHPs) for children with special health needs.

Instructs students in proper health practices including nutrition, exercise and general health.

Communicates with parents concerning the health of their child(ren); provides instruction for proper medical care.

Monitors prescription and other medications administered to students, maintains proper, legal documentation.

Conducts staff training to promote awareness of illness and disease symptoms; conducts annual Bloodborne Pathogen Training.

Reviews and maintains OSHA standards for healthcare and maintenance of emergency kits, and CPR responder kits.

Attends special education meetings as requested by school administration.

Treats medical/health conditions of staff as needed on an emergency basis.

Uses various tools and equipment, such as AED, audiometer, stethoscope, otoscope, thermometer, scoliosimeter, audio/visual equipment, first aide supplies, CPR shield, protective clothing, etc.

Interacts with school staff and administration, students, parents, physicians, healthcare professionals, caseworkers, psychologists, etc.

Prepares a wide variety of records and reports such as emergency cards, daily log of health room visits and

treatment given, medicine administration records, health cards for each student, accident reports, immunization records, and medical alert forms.

Submits Medicaid and OSHA reports, medication consent/treatment forms, safety data sheets, annual statistics reports, parent notifications, observation records, screening forms, referral forms, etc.

Orders health room supplies as needed.

Maintains confidentiality of personally identifiable data on students and staff.

Willingly perform other duties as assigned or requested.

JOB SPECIFICATIONS

Education and Experience:

Completion of an accredited LPN program with two years of recent nursing experience preferred; current state licensure as LPN with CPR/AED and First Aide certifications; previous experience in pediatric nursing, community health nursing or school nursing preferred.

Knowledge:

Extensive knowledge in the promotion and maintenance of physical and emotional health. Knowledge of the proper practices, methods and procedures required for providing healthcare. Knowledge of methods for detecting illness, injury and disease. Knowledge of proper health screening methods and procedures. Knowledge of appropriate referral methods. Knowledge of all local and state regulations and standards pertaining to school healthcare programs. Knowledge of pediatric/school nursing practices. Knowledge of all records and reports which must be completed as required by the school and/or state. Knowledge of the equipment, machines, tools and supplies used in providing proper healthcare.

Skills/Effort:

Ability to provide healthcare that promotes and maintains the optimum health status of students. Ability to interpret and apply school policies and procedures as well as local and state laws and regulations pertaining to healthcare. Ability to integrate school health service programs with other private and public healthcare delivery systems in the community. Ability to assess, evaluate and monitor the health and development status of students through appropriate screening techniques. Ability to identify students needing further diagnosis and treatment, and to provide appropriate referrals and/or obtain further assistance from outside doctors. Ability to maintain all required forms, records and reports. Ability to provide healthcare counseling and training to students, staff and parents. Ability to assist in identifying and reporting suspected child abuse and neglect. Ability to interact in a professional and positive manner with staff, students, parents and all other groups and individuals involved in the activities of the job.

Working Conditions:

Work is conducted in a school health room and/or classroom environment with exposure to discomfoting and potentially dangerous conditions such as diseases, medications, and blood/body fluid exposure; frequent contact with ill students. Moderately heavy physical exertion is frequently required to lift and move objects weighing up to one hundred pounds. Limited travel is required. Job requires the operation of standard office equipment.

Responsibility:

No budgetary or supervisory responsibility.

No direct supervisory responsibility; coordinates activities of health room volunteers, and supervises students in the health room.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES/APPROVAL:

_____ Date: _____

_____ Date: _____

_____ Date: _____