

Position Description

Title: School Nurse

Date: June 17,2003

Department: Hannahville Indian School

Date Revised: June 18,2003

Division: N/A

Position Summary: To maximize each student's potential to learn from her/his school experience by providing the best possible health care.

Supervision Received: Works directly under the Principal and Superintendent.

Supervision Exercised: N/A

Essential Duties and Responsibilities:

I. Delivery of Health Services

A. Health Appraisal:

1. Maintain student health records for all students enrolled in H.I.S. This includes any screening results, pertinent health information, immunization data on the CA-60 permanent health record.
2. Immunizations: check all new school entrants for adequate immunizations. Must be up to date or have a scheduled appointment to start school. Communicate to parent/guardian if any vaccinations are needed. Send IP 100/101 summary report to local Health Dept. regarding immunization status of all new entrants including all kindergarteners & all 6th graders. Reports due by the 1st of November and the 1st of February of each school year. Must possess at least a 90% up-to-date status on November 1st. Must possess at least a 95% up-to-date status on February 1st. If not up-to-date, state aide monies could be decreased.
3. Note any physical defects as indicated on the health record (diabetes, severe allergic reactions...) Provide a master sheet of names to the Principal and appropriate staff. These student's files are red tagged to alert staff of the health problem. Conferences are held with parents and staff members of students with severe problems.
4. Administration of medications as prescribed by physicians and/or over the counter medications, maintaining a daily log of all medications given.
5. Send a weekly report of communicable disease' to local Health Dept.

B. Screening Programs:

1. Vision- vision screenings administered to all FACE children, child care children over 3 years old, EHS children over 3 years old, HS children, kindergarteners, 1st, 3rd, 5th, 7th, 9th, & 11th graders plus any referrals by parents, staff, and students. Referral letters sent to parents if needed. Follow up on those students with parent/guardian..
2. Hearing- hearing screenings administered to all FACE children, child care children over 3 years old, EHS children over 3 years old, HS children, kindergarteners, 2nd, 4th, & 6th graders plus any referrals by parents, staff, and students. Referral letters sent to parents if needed. Follow up on those students with parent/guardian.
3. • Pediculosis: perform monthly head checks on all students. Informative teaching sheets sent home with positive students.
4. Height, Weight: measurements done in Fall for FACE, and grades K-7th. Ht, Wt, & BMI measurements on EHS & HS children in Fall and again in February of the school year.
5. T.B. testing: perform PPD testing on staff every 3 years.

- n. Provision of Health Education:
 - A. Act as a resource person for health projects as requested by teachers.
 - 1. Dental health lesson to kindergarteners plus other grades as requested.
 - 2. Handwashing lesson taught to 1st grade.
 - 3. Pediculosis lesson to 2nd grade plus other grades as requested.
 - 4. Growth, Development to 4th, 5th, grades with parental information, permission notes sent home.
 - 5. Assist Health Coordinator to organize health fairs and other current health topic presentations.
 - 6. Infant / Child, and Adult CPR: certify relevant staff yearly (bus drivers, FACE staff, EHS, HS, and child care staff...)
 - 7. First Aide: certify relevant staff every 3 years (bus drivers, FACE staff, EHS, HS, and child care staff...)
 - 8. All above are provided in addition to others the teacher may request.
 - B. Serve on school committees
 - C. Utilize every opportunity for informal presentation of health information at school conferences, students who see school nurse, notes to parents, staff, school bulletins, and telephone conferences.
 - D. Attend conferences to update school health knowledge and professional skills.

- EI. Delivery of Special Education Services
 - A. Gather information on students with special needs and provide health literature to staff.
 - B. Serve on education team to discuss health status and how it may affect educational needs.
 - C. Obtain current medical diagnoses with medical release of information procedures.

- IV. Management of Safe School Environment
 - A. Maintain first aide equipment and supplies for principal's offices, cooks, shop/automotive, science room, bus garage, and staff.
 - B. Provide in-serve education to school personnel regarding first aid.
 - C. Assist custodial staff in need for safety with disposable glove policy.
 - D. Assist in providing clean environment with recommendations to custodial dept.

- V. Management of Communicable Diseases
 - A. Implement and enforce communicable disease policy by exclusion, readmission, classroom inspections and report to health dept. The required weekly disease reporting.
 - B. Communicate with staff regarding current communicable disease problems.
 - C. Ensure that the laws and regulations for immunizations are followed.
 - D. Assist with disease control/prevention program.

- VI. Other Miscellaneous Duties
 - A. Interpret state and local school health trends and problems.
 - B. Blood pressure monitoring bi-annually of bus drivers.
 - C. Counsel students on special health, social, and emotional problems, provide career information and current articles for health projects reports.
 - D. Keep clinic logs on school injuries severe enough to seek medical help and see that a report is filed in student's files.

Peripheral Duties: All other duties as assigned.

Desired Qualifications:

Education: A Michigan Registered Nurse License (RN) is required (a Bachelors Degree in Nursing is not required at this time.)

Experience: Two years of prior experience with children of all ages with a wide range of health problems is preferred but not necessary.

Knowledge of: Serious health problems such as asthma, severe allergies, attention deficit hyperactivity disorder, physical disabilities, sickle cell disease, diabetes, heart conditions, pregnancy, and alcohol and drug abuse is helpful because of the increasing number of students entering classrooms with serious health problems.

Skills and Abilities: Use of medical tools needed for the administration of first aid.

Tools and Equipment Used: Telephone, computer, copy machine, and FAX machines.

Physical Demands: Employee must be physically and mentally fit to successfully perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: Work is usually performed in an office or classroom setting. The noise level is usually moderately quiet, pleasant, and comfortable with little or no exposure to injury or other health hazards.

Selection Guidelines: Completed employment application, resume, and a current copy of Michigan Registered Nurse License.

The duties listed above are intended only as illustrations of various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as requirements of the job change.