

Williams Bay School District

Position Title: School Nurse

Reports to: District Administrator and Building Principals

Job Goal:

The school nurse strengthens and facilitates the educational process by modifying or removing health-related barriers to learning in individual students and promoting an optimal level of wellness for students and staff. The school nurse assumes responsibility for appropriate assessment, planning, intervention, evaluation, and/or referral activities; serves as a direct link among physicians, families, and community agencies to assure access and continuity of health care for students; provides relevant instruction, counseling, and guidance to students, parents, and staff concerning health-related issues; works cooperatively with the Walworth County Public Health Nurse in the provision of public health services to schools; upholds professional standards of the state Nurse Practice Act, and other state and local statutes and regulations applicable to school nursing practice, and adheres to district policies and administrative guidelines. Properly handles confidential matters relating to students, student records, parents, staff and any other school related issues.

Required Qualifications:

- Bachelor of Science degree in Nursing.
- Valid Wisconsin license as a registered nurse. Certification by the DPI as a school nurse recommended.
- Current completion of an approved basic emergency care course.
- Current Cardiopulmonary Resuscitation (CPR) Certification
- Current Automatic External Defibrillator (AED) program completion
- Experience in child health care.
- Ability to develop positive relationships with students, staff, and the public.
- Ability to assume responsibility, display initiative, and exercise good judgment.

Performance Expectations:

- Provides direct professional nursing services, first aid, and illness and emergency care to students and staff in response to the nursing assessment and in accordance with professional standards, school policy and procedures, and state and local mandates.
- Participates in the planning of the school health program (health services, health education, school environment) based on student needs.

- Assesses and provides, nursing services and emergency care as needed to promote student success at school.
- Collects and maintains up-to-date information about the health and developmental status of students.
 - Obtains and develops a health and developmental history for students and assures that students are following state health mandates concerning immunizations, physical examinations, medical conditions, and the related archival responsibilities.
 - Prepares legal notices, immunization forms, and immunization schedules.
 - Reminds parents about physical examinations, reviews, and stores exam sheets.
 - Provides Blood-borne Pathogen (BBP) information and supplies to staff annually. (red bags, bleach, etc.)
 - Gives BBP incident report forms to coaches.
 - Informs staff how and where to get BBP supplies.
 - Reviews health files on all new students and brings them up-to-date.
 - Conducts student vision and hearing tests, evaluates findings, and refers deficits in vision, hearing, etc.
- Gives notification of special medical needs of students.
 - At the beginning of the school year, develops a list of students with health concerns and shares this list with teachers, and food service and office personnel.
 - Makes appropriate assessments and referrals for suspected abuse/neglect as a mandated reporter.
- Develops health plans to meet student medical needs.
 - Develops health plan to comply with physician's directives and shares modifications with staff.
 - Checks for lice and provides parents in-service treatment and prevention.
 - Assists in establishing a communicable disease prevention and control program.
- Administers medication and treatments with appropriate guidelines and documentation; knows purpose and side effects of medication/treatments.
- Provides supervision to school office personnel concerning student health needs.
 - Trains support staff in medication distribution procedures including side effects and documentation.
 - Gives Administrative Assistants:
 - Allergy lists
 - Teaches the proper use and storage of an epi pens.
 - List of all students with asthma or other conditions that need regular medication.
 - Has Administrative Assistants keep a copy of injury reports that are given to nurse.
 - Keeps school first aid kits supplied.

- Initiates and implements health services for staff.
 - Designs and implements in-service education programs for school staff.
 - Arranges for Standard First Aid, CPR, and Heartsaver AED training in each building.
 - Schedules county immunizations (flu) for staff.
- Maintains accurate school records and prepares written reports of the school health.
- Performs such other tasks as may be assigned by the District Administrator and building principals.

Terms of Employment

At will employee. Compensation and employment responsibilities to be arranged by the Building Principal, and as directed by the Board of Education.

The employee shall remain free of any alcohol or illegal substance and shall not use controlled substances (other than as prescribed) in the workplace throughout his/her employment in the District.

Evaluation

Performance of this job will be evaluated annually in accordance with provisions of the Board of Education's policy on evaluation of support personnel.

APPROVED: April 26, 2021