Box 40.1 ■ ■ ■

QUALIFICATIONS AND DUTIES OF THE SCHOOL NURSE

Title: School Nurse

Qualifications:

1. Possess a valid Washington State Educational Staff Association Credential for nursing.
2. Possess a degree in registered nursing.
3. Experience in an educational setting is preferred.
4. Be knowledgeable of the rules and regulations of the state of Washington concerning health standards for students and school facilities.

Appointment and Assignment:
The school nurse position is to be filled by appointment of the school board on recommendation of the superintendent. Assignment to specific buildings shall be by the superintendent. The contract calls for a specific number of days of service per year as specified in the negotiated agreement.

Personnel Relationships:
The school nurse is responsible to the Director of Special Services and will work in coordination with building principals.

General Functions:
The major focus of the school nurse’s position is the responsibility for implementation of the health services program for the district. The nurse directs the health clerk in the areas of delivery of health services; monitors and interprets district health policies and procedures to ensure compliance; assesses, develops, implements, and plans nursing care for students with specific health needs; acts as a resource person to teachers, parents, and families; and uses physicians and other healthcare professionals as a resource. Because the position is one that deals with students and the public, it is expected that good judgment will be used at all times to protect confidentiality of entrusted information.

Specific Duties and Responsibilities:

1. Provide health care and services for students as follows:
   a. Provide health counseling.
   b. Develop, implement, monitor, and evaluate individual nursing care plans.
   c. Delegate nursing care as per nursing care plan.
   d. Supervise the administration of all medications.
   e. Report incidents of suspected child abuse and neglect.
   f. Conduct special education health assessments; interpret results to school staff.
   g. Participate on student assist team and Individualized Educational Program teams.

2. Be responsible for district health appraisal as follows:
   a. Arrange for vision, hearing, and scoliosis screening in compliance with state law. Recheck students who do not fall within the reference range, make referrals, and provide follow-up as needed.
   b. Arrange for dental screening for all students and others as requested, utilizing community resources as appropriate.
   c. Arrange for height, weight, and blood pressure screening as appropriate.
   d. Arrange for pediculosis screening of new students and other students as needed.

3. Arrange for emergency care of accident or injuries at school as follows:
   a. Follow the procedures recommended by the State Department of Health, district policy and procedure as listed in the district’s Health Services Manual, American Red Cross, or American Heart Association on the flip chart posted in the school’s health room.
   b. Make every effort to train designated school staff to contact the parents of students who are too ill to remain at school. If the parent is not home or has no telephone, the school staff should confer with the principal as to the proper procedures to follow.

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c. Advise staff regarding procedures for a student who is too ill to remain at school.
d. Advise staff of proper procedures to follow in the event of severe illness or accident. Provide
direction and training for use of 911 services.
e. Ensure the emergency phone numbers are updated and posted in the health room and office area.
Ensure that staff are aware of how to access emergency care.

4. Be responsible for infectious disease control as follows:
a. Ensure that immunization records for all students are up to date and in compliance with state law.
b. Assume responsibility for directing school staff in screening for infectious diseases and arrange for
isolation of ill students who are to be excluded from school attendance.
c. Provide training and inservice related to infectious disease control including blood-borne pathogens
and Universal Precautions.

5. Assume responsibility for assisting families as follows:
a. Conduct home visits as needed.
b. Serve as a contact person between the home and school on health problems.
c. Interpret to school personnel environmental factors that may affect a student's school performance.
d. Provide health counseling to families.
e. Assist parents in providing for student's health care and assist them in accessing community services.
f. Interpret school health policies, procedures, and practices to families.
g. Provide health-related information through school newsletters and letters to parents.

6. Assume responsibility for health records as follows:
a. Ensure that student health records are current and accurate.
b. Ensure that health records are maintained in a confidential file.

7. Participate in health education as follows:
a. Act as a resource person to district employees.
b. Assist in conducting units on maturation, blood-borne pathogens, Universal Precautions, and other
health topics as requested.
c. Coordinate health instruction with screening processes.
d. Assist staff in accessing information on community health programs and services.
e. Assist staff in teaching the Healthful Living Core Essential Learning.
f. Assist with education of staff through inservices, classes, workshops, institutes, and/or individual
contacts.
g. Serve as a health resource with individuals and community groups.

8. Notify the health department in the event of a 10% absentee rate.


10. Perform such other tasks as may be assigned by the supervisor. (Administrative Procedure Bethel
School District #403)

Source: Adapted and used by permission of Bethel School District, Washington.