

West Central School Nurse Job Description

Title: School Nurse

Qualifications: ISBE School Nurse PEL

Reports To: Building Principals/Superintendent

Approved: October 18, 2023

School Nurse Responsibilities:

1. Collects and maintains up to date cumulative health records on all students.
2. Records health records and office visits in the local student management system, as needed.
3. Prepares and mails exclusion letters and submits reports of excluded students to the District Office.
4. Assumes responsibility for selection and referral of students in need of medical and dental care
5. Reports to parents, school personnel, physicians, clinics and other agencies on school medical matters. Obtains medical information from doctors when possible.
6. Observes students on a regular basis to detect health needs.
7. Assumes authority, in the absence of a physician, for the care of a student or staff member who has suffered injury or emergency illness.
8. Participates with school staff in developing and implementing a total school health program.
9. Contacts homes of children referred by staff.
10. Advises on modification of the educational program to meet health needs of individual students.
11. Prepares and submits reports for the superintendent and the State Board of Health.
12. Authorizes exclusion and readmission of students in connection with infectious and contagious diseases. Requests medical advice for any suspected contagious disease.

13. Advises teachers on health matters, particularly regarding screening for student health defects. Works with students as requested regarding personal habits and care of clothes and body.
14. Attends committee meetings and conferences regarding health service and health curriculum.
15. Participates in in-services training programs when deemed appropriate.
16. Provides first aid and medical care when available and supervises and updates those administering first aid. Requisitions each building's first aid supplies.
17. Works cooperatively with the West Central Illinois Special Education Cooperative to acquire health histories for psychological testing. Participates in staffing of these students.
18. Participates, when possible, in Henderson County Health Department Council meetings.
19. Assists in Pre-K Screening and Kindergarten Parent Night to stress importance of physical, dental examinations and immunizations update. Inform pertinent grade level parents in April of each year about physicals, dentals, and immunization requirements for their children at the beginning of the following year. Provides information and/or attends 6th Grade transition and freshmen orientation to stress health requirements.
20. Leads the implementation and presentation of the 4th and 5th grade Growth and Development unit. Teaches a sex education course to sixth grade girls with parental consent.
21. Ensure consistent implementation of policies/procedures throughout the school system and adherence to legal and regulatory requirements and ethical standards of nursing practice
22. Serve as a healthcare consultant for school personnel, students, and their families
23. Develop and train staff that provide health services, including the administration of medication to students.
24. Coordinate the establishment of guidelines, procedures, and training in First Aid/CPR/First Responder Program for schools and staff.
25. Direct and monitor aides working with students with special health care needs
26. Develop, implement and train staff on health-based 504s and accommodations for students.

27. Conduct in-service training on health issues for faculty and staff.
28. Serve as a resource for classroom education, as needed and requested by staff
29. Provide case management to chronically ill students and their families.
30. Function as the liaison between the school and local health service agencies/providers.
31. Collaborate with other student services personnel to prevent health problems from becoming reasons for educational failure.
32. Seek out local and other resources for use in the school setting.
33. Provide health counseling for students and families to maximize classroom participation.
34. Convey student's health needs to appropriate school personnel and facilitate understanding of, and adjustment to, changes and limitations.
35. Interpret and explain records, reports, activities, health care plans, accommodations, and medical interventions.
36. Coordinates with the District Special Education Coordinator for state testing accommodations and completes Health History information for initial and re-evaluations of IEP students.
37. Coordinate care and student emergency action plans related to diabetes, seizures, asthma, allergies and use of emergency medications (Epi-Pen, Glucagon, Narcan, etc)
38. Assist with the development of school emergency response plan for emergencies and disasters and the training of staff to respond appropriately within applicable state laws.
39. Address potential health problems that are barriers to learning or symptoms of underlying medical conditions by coordinating and assisting with mandated screenings (vision and hearing)
40. Monitors immunizations and reports communicable diseases as required by law.
41. Maintaining professional skills through reading of current literature, professional membership and attendance at conferences/workshops as appropriate
42. Completes Medicaid Billing and Reporting in a timely manner.

This job description in no way states or implies that these are the only duties to be performed by this position. The School Nurse will be required to follow any other instructions and to perform any other related duties as assigned by district administration or the Board of Education.