

Waunakee Community School District

School Nurse Job Description

Qualifications:

Bachelor of Science in Nursing preferred

Licensed as a Registered Nurse in the state of Wisconsin

Certification by the Department of Public Instruction as a school nurse (recommended)

Certification in CPR/AED

Current completion of an approved basic emergency care course

Valid driver's license

Experience in pediatric care

Ability to develop positive relationships with students, staff, parent/guardians and public

Ability to assume responsibility, display initiative, think critically, and exercise good judgment

Reports to: Director of Student Services

General Responsibilities:

The school nurse is responsible for appropriate assessment, planning, intervention, evaluation and/or referral activities. The school nurse facilitates continuity of care by communicating with healthcare providers, families, school staff, and community agencies; provides relevant education, counseling, and guidance to students, families and staff concerning health related issues. The school nurse upholds professional standards, the WI Nurse Practice Act, and other state and local statutes and regulations applicable to school nurse practice and adheres to district administrative policies and guidelines. The school nurse strengthens and facilitates the educational process by modifying or removing health related barriers to learning for individual students and promoting an optimal level of wellness for students. The school nurse properly handles confidential matters relating to students, student records, parents, staff and any other school-related issues.

Essential Job Functions:

- Assesses and (re)evaluates health status of students, reporting any concerns to parent/guardian and/or health care provider.

- Communicates and collaborates with health care providers, parents/guardians, students and staff to create an individual health care plan that promotes safety and an optimal learning environment.
- Writes and implements Individual Health Care Plans and Emergency Action Plans that include specific interventions delineating school nurse and other staff responsibilities to meet the unique individual needs of the students, which may include delegation of nursing skills to Health Assistants and non-medical staff.
- Field trips and extracurricular activities: Trains, educates, plans and delegates staff on meeting the individual health care needs of students and general illness and injuries protocols.
- Coordinates hearing and vision screenings; makes referrals per protocol.
- Attends and participates in the process of contributing to Individual Education Plans (IEP), 504 plans, health care plans, and accommodation plans.
- Provides professional nursing services defined by the State Professional Practice Act and state school nurse requirements.
- Supports student learning by collaborating with school staff and looking at the whole child (physical, mental and social-emotional) at all MTSS levels.
- Follows HIPAA, FERPA, and federal law guidelines.
- Collects information and data regarding immunizations, health and developmental status of students in a systematic, continuous and confidential manner.
- Assists in meeting the WI Immunization Compliance Law.
- Charts and reviews pertinent, accurate, timely information regarding student health office visits.
- Maintains a comprehensive school health program including emergency nursing services.
- Maintains security of school health supplies and medication in the school setting.
- Serves as a consultant/educator/resource with all school professionals, such as food service personnel, physical education teachers, coaches, counselors, etc.
- Monitors Incident/Accident Report completion.
- Assists with Medicaid claiming process.
- Participates on the district's crisis response team and provides training and drills as appropriate.
- Upholds child abuse and/or sexual assault mandated reporting standards and guidelines.
- Evaluates and supervises health room assistants.
- Provides input in the formulation of health policies, goals and objectives for the school district.
- Advises administration regarding health related concerns about individual students and groups.

- Develops and maintains positive working relationships.
- Assumes responsibility for continuing education and professional development and contributes to the professional growth of others through inservice and health education activities.
- Performs other responsibilities as assigned by the Director of Student Services.

Adopted 9/11/95

Revised 9/8/97

6/2022