SCHOOL NURSE

**Job Goal:** The School Nurse is responsible for providing direct services within a district to fulfill IEP requirements only or to provide IEP and emergency nursing/school nursing services, as indicated in the district’s service contract.

I. **Employment Status:** Exempt
   - Full-time or Part-time: Full-time
   - Length of Employment: School Year
   - Classification: Certified

II. **Compensation and Benefits:**
   - Compensation: Negotiable
   - Benefits: As defined in the Employee Handbook

III. **Position Relationships:**
   - Reports to: Itinerant Services Coordinator
   - Supervises: N/A

IV. **Position Qualifications:**
   **A. Education, Training, Experience:**
   1. Licensed by the Wisconsin Department of Regulation and Licensing as a registered nurse.
   2. DPI license 75 is preferred, but not required.
   4. Certified in CPR/First Aid/AED.
   5. Valid Wisconsin driver’s license.

   **B. Related Skills:**
   1. Ability to develop policies and procedures based on state regulations and nursing standards.
   2. Ability to use computers for performance of job duties, including word processor, email, and internet.
   3. Skills in planning, organizing, record keeping and reporting.
   4. Effective communication and interpersonal skills for consultation and delegation/supervision of procedures.
   5. Knowledge of IEP, Section 504, and third party billing procedures.

   **C. Related Position Requirements:** (travel, non-standard work hours)
   1.

V. **Performance Responsibilities:**
   **A. Participate as member of IEP or 504 team:**
   1. Perform individual health assessments and develop individual health care plans for students who have special health needs.
   2. Implement or delegate (with training and monitoring) activities to implement individual health care plans.
   3. Maintain documentation, file third party billing forms, and develop reports for individual health care plans.

   **B. Direct the district’s required emergency nursing services:**
   1. Coordinate with the county health department to obtain equitable level of service from the agency and to minimize duplication of services.
2. Maintain all pupil physical health records, including the pupil's immunization records, an emergency medical card, a log of first aid and medicine administered to the pupil, an athletic permit card, a record concerning the pupil's ability to participate in an education program, lead screening records, the results of any routine screening test, such as for hearing, vision or scoliosis, and any follow-up to such test, and any other basic health information, as determined by the state superintendent.

3. Establish, carry out/delegate and monitor the district's emergency and illness care policies and procedures for all school-sponsored curricular, co-curricular and extracurricular activities.

4. Provide training to district staff who carry out emergency and illness care.

5. Monitor, evaluate and assure the quality of emergency and illness care.

6. Establish and monitor the record keeping system for all emergency and illness care.

7. Arrange with a licensed physician to serve as the medical advisor for emergency nursing services.

8. Prepare an annual written review of emergency nursing services and submit it for board review.

9. Prepare and maintain a first aid kit in each building and provide instruction to staff in its location, contents and use.

10. Provide or arrange for annual staff training in first aid and emergency response.

11. Organize and maintain adequate supplies and facilities for health services in each building.

12. Act as liaison with county health department to receive and disseminate information regarding community AODA services and referrals.

C. Direct student medication management, immunization requirements, and screening activities:

1. Establish, carry out/delegate and monitor the procedures for medication management, including:
   a. obtain and file the written instructions and written parent consent required for administering drugs or procedures.
   b. store drugs securely.
   c. maintain a list of personnel who are authorized in writing by the district administrator or principal to administer drugs to students.
   d. instruct authorized persons to administer drugs or procedures to students.
   e. periodically review the written instructions for administering drugs to individual students.
   f. establish and monitor the consistent usage of charting to track medications/procedures administered.

2. Establish procedures for identifying and reporting communicable diseases, including:
   a. provide training to persons responsible for identifying and reporting communicable diseases.
   b. assure 99% compliance with immunization requirements.
   c. collect, file, and monitor immunization records of all enrolled students.
   d. send required notices on the 15th and 25th day of enrollment to parents of students who have not yet submitted immunization records.
   e. follow up with families that receive the first and second notices, provide assistance with accessing immunization services, and document these family contacts and supports provided.
   f. confer with principal regarding students who are past the 30-day deadline for submitting immunization records and are to be excluded from school.
g. confer with principal regarding students who pass the 60-day deadline for submitting immunization records.

3. Cooperate with health department in publicizing vaccination programs, including annual distribution of information on meningococcal disease for pupils in grades 6 through 12.

4. Carry out procedures for eye exam reporting, including:
   a. Provide parents of kindergartners with the state form for recording eye examinations
   b. Keep records of all kindergarten students’ eye examinations and make follow-up contacts with families to obtain documentation by December 31.
   c. Identify optometrists and physicians who will perform examinations for needy students, & provide families with this information.

5. Coordinate hearing screening, including:
   a. Organize and carry out hearing screening for students in pre-K and kindergarten, and others upon teacher request.
   b. Perform rescreening on students who fail the initial hearing screening.
   c. Send parents a notice for students who fail at least two screenings, and follow up as needed.
   d. Request the educational audiologist to perform hearing screening on students who are difficult to test.

VI. Physical Demands:
The physical demands of this position are outlined in the Position Specific Physical Demands and Environment Factors Sheet.

In compliance with the Americans with Disabilities Act, CESA 10 will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and current employees to discuss potential accommodations with the employer.