

Griffin-Spalding County School System

Title: School Nurse LPN/RN RN Job Class Code: 409 LPN Job Class Code: 409A Job Details: 185 Days/Exempt/Full-Time Updated: 2/5/2022 Reviewed: 11/02/2024	Category: Student Support Services Reports To: School Nursing Supervisor Salary Schedule: Classified Pay Grade: SBSN (LPN) SISN (RN)
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JOB SUMMARY

School nursing is a specialized practice of professional nursing requiring pediatric, public health, and mental health nursing expertise with strong health promotion, assessment and referral skills. School nurses advocate for children's health and safety within the educational setting.

ESSENTIAL FUNCTIONS

- Provides consultative, interpretive, referral and follow up services to students, parents, faculty and staff regarding health issues
- Serves as system's liaison between the schools, home, community, public health department, private physician and other individuals or agencies, which contribute to the health maintenance of the child
- Provides educational programs to students and faculty. (Ex: CPR, Diabetes Management)
- Serves as a resource person for RTI teams and educational personnel
- Maintains confidentiality by respecting the privacy of students in the clinic and their health issues/records
- Assists assigned school in setting up and maintaining medical alert cards for students
- Stores and assists with student medication in accordance with school system guidelines
- The school nurse should administer all medications unless an additional staff member designated by the principal and trained by the nurse will assist when needed
- DFCS reporting shall be followed according to the school system's policy and the nurse will assist as needed
- Assesses the health needs of children and staff in cooperation with administrators, faculty, parents, physicians, etc. will determine procedures to be used in cases of illness and injury of students. (Ex: seizures, diabetes, etc.)
- Assesses staff members and students to determine when emergency services are needed
- Assists assigned schools in education, prevention, and control of communicable diseases and/or communicable conditions
- Completes Medicaid billing for nursing services through PaddyNet
- Coordinates with the dental program for dental day each month and sends out appointment notices to parents
- Obtains all required immunizations for the health department for beginning of the year audit for Pre-K and K
- Handles COVID-19 reporting to Central Registration
- Communicates to the Health Department regarding COVID-19 Clusters
- Communicates with the After-School Program and Program Challenge regarding student health concerns
- Assists principals and parents in securing adequate immunizations and eye, ear and dental certificates
- Provides assistance for health related screenings. (Ex: Scoliosis, Hearing, Vision and Dental)
- Assists with home interventions as needed
- Assists personnel serving chronically ill or special needs students
- Performs skilled nursing care. (Ex: Catheterizations, Tube Feedings)
- Maintains, files and stores clinic records for three years
- Maintains a clean and orderly health clinic with adequate supplies
- Provides supervised, appropriate health services and demonstrates care and concern for students
- Maintains up-to-date knowledge of school health procedures through training/materials
- Develops effective working relationships with all school nurses, school personnel and parents/guardians

- Communicates pertinent student health information in a timely manner to appropriate persons (principal / designee and/or other school staff)
- School nurses with LPN licensure will comply with the direction of the RN Supervisor in regards to nursing practices
- Assesses staff member and completes worker's compensation paperwork for Human Resource Department
- Work with students, parents, teachers and physicians to determine if needed and then obtain necessary paperwork for Hospital Homebound Students
- Performs other duties as assigned
- Maintains prompt and regular attendance

SUPERVISES

- No supervisory responsibilities

MINIMUM QUALIFICATIONS

- RN or LPN Licensure
- Current CPR Certification

PREFERRED QUALIFICATIONS

- Experience in pediatrics preferred
- RN licensing preferred
- CPR Certification to Instruct

COMPETENCIES NECESSARY TO DO THE JOB

- Considerable knowledge of medical disorders and treatment
- Considerable knowledge of child growth and development
- Working knowledge of public health problems and procedures for treatment in coordination with other health and social service agencies
- Working knowledge of Federal, State, and Local laws and regulations affecting the delivery of school health services
- Some knowledge of the school organization and the community served
- Ability to identify abnormal growth and development and symptoms of disease
- Ability to coordinate and facilitate services between the school, local health agency, and other community resources
- Ability to develop and maintain health records on students
- Ability to develop positive working relationships
- Ability to maintain emotional control under stress
- Ability to be regularly, predictably and reliably at work
- Ability to perform routine physical activities that are required to fulfill job responsibilities

EVALUATION

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