

**Title:** District Nurse

**Reports to:** Superintendent

**Summary:** The primary role of the Dundee Community School nurse is to support student success by decreasing lost academic time due to health-related issues. School nurses provide health assessment, intervention, follow-up and health education for all children within the school setting. Health education services and training for Dundee School employees are also part of the Dundee School nurse's role.

**Performance Responsibilities:**

- Administers direct health care to students and staff (provide health clinic services daily)
- Responds to all student/staff emergencies in all school building
- Administers student medication and/or establishes medication dispensing systems for all school buildings
- Provides leadership for the provision of health services administered by school district employees
- Health education services for students
- Health education training for staff
- Health/Dental screenings and referral for health conditions
- Promotes a healthy school environment
- Monitors and reports student immunizations. Implements student exclusion for communicable disease issues when required
- Reports communicable disease as required by law
- Provides blood borne pathogen training to all staff
- Provides staff and student CPR and first aid training
- Provides leadership role for health policies and programs
- Serves as a liaison between school personnel, family, community and health care providers
- Resource personnel for Dundee Schools' Medical Emergency Response Team
- Develops programs for the administration of Flu vaccination to Dundee District Staff
- Works closely with all administrators on the development and implementation of prevention program
- Provides pediculosis inspection and implements the active infestation criteria for all students in the district
- Maintains all health clinic medical records
- Co-chairs the District's Wellness Committee
- Conducts Monthly AED checks and provides guidance on what needs to be ordered