

RANGELEY LAKES REGIONAL SCHOOL

TITLE: School Nurse

PURPOSE: The school nurse is responsible for planning, implementing, coordinating, and evaluating school health services that: maximize the quality of in-class time by reducing the incidence of health-related absenteeism, eliminate or minimize health problems that impair learning, and achieve the highest degree of independent functioning possible.

QUALIFICATIONS:

- Registered Nurse with current license in Maine
- Bachelor's of Science in Nursing preferred
- Current CPR/First Aid Certification
- Appropriate State of Maine Certification

REPORTS TO: Superintendent

PROFESSIONAL GROWTH/DEVELOPMENT: Participates in continuing education activities and meetings. Assumes responsibility of keeping informed of current changes and trends potentially impacting school nursing practice.

POSITION DESCRIPTION: Provide management of a comprehensive school health program by assessing, planning/coordinating, implementing and evaluating school health services in order to achieve following goals: maximize in-class time by reducing health-related absenteeism, eliminate or minimize health problems which impair learning, and achieve the highest possible degree of independent student functioning.

Duties include:

- identify health care needs of specific student populations and the availability of resources/services.
- planning and ensuring implementation of services to meet those health care needs.
- assess and evaluate the effectiveness of the services/health care plans.
- collaborate within the school system and professional disciplines to promote wellness and enhance the educational process.

Supervision: School Nurse reports directly to Administration but works independently and autonomously in accordance with School Board, Maine state guidelines and policies, and the Nursing Practice Act. The School Nurse directs healthcare services using professional nursing judgment without direct supervision.

Primary Roles: The School Nurse will serve as program manager/coordinator, case manager/care provider, collaborator/advocate, educator, and counselor for health concerns of the school(s)/school district.

Essential Duties and Responsibilities:

- Provide first aid for injuries and acute illness
- Initiates prompt referral to the appropriate medical facility when more extensive treatment is warranted.
- Performs crisis intervention
- Monitors student's immunization compliance, notifies parents of discrepancies and coordinates with school administration for appropriate action to comply with state mandates.
- Submits state mandated or other special reports as required.
- Establishes and maintains individual student health records
- Participates in 504 meetings for students as appropriate

Implementation of Responsibilities:

***As Program Manager/Coordinator** (in this role, the school nurse addresses system-wide health services issues that affect the entire school population):

- Coordinate and participate in the establishment, review, and implementation of school health/services policies and procedures.
- Ensure consistent implementation of policies/procedures throughout the school system and adherence to legal and regulatory requirements and ethical standards of nursing practice.
- Utilize the nursing process in assessment, planning, and evaluation of the health services component of the coordinated school health program.
- Implementation of communicable disease control in the school, including monitoring, surveillance, and participating in disease prevention and outbreak management within the school.
- Assure the appropriate documentation is maintained for school health services and activities. Maintains a daily medical log
- Development and training of staff that provides health services, including the administration of medication to students.
- Participate in the development of the school's emergency health and crisis plan.

***Case Manager/Care Provider** (in this role, the school nurse addresses the health care needs of individual students or small groups of students):

- Identify students with known chronic illness and special health needs.
- Develop Emergency Action Plans as appropriate.
- Establish top priorities for students with chronic illness and assist in development of IHPs when necessary.
- Serve as a resource for classroom education as time allows.

COLLABORATOR/ADVOCATE:

Collaborate with other student services personnel to prevent health problems from becoming reasons for educational failure.

EDUCATOR:

Participate in the development and implementation of health promotion activities.

COUNSELOR:

Convey student's health needs to appropriate school personnel and facilitate understanding of, and adjustment to, changes and limitations.

KNOWLEDGE:

The complex role of the school nurse demands, but is not limited to an understanding of the following:

- Community as a system.
- Community resources.
- Case finding, management, and advocacy.
- Family theory, assessment, and intervention.
- Leadership, networking, and collaboration.
- Ethnic and cultural sensitivity.
- Contemporary health and psychosocial issues influencing children.
- Health care delivery systems and concepts of primary health care.
- School as a non-traditional health care setting.
- School health law and policy.
- Special education legislation and services.
- Environmental health within the school community.

SKILLS/ABILITIES:

- Elicit needed information from appropriate sources.
- Maintain effective working relationships.
- Record services rendered accurately and confidentially.
- Interpret and explain records, reports, activities, health care plans, accommodations, and medical interventions.

WORK YEAR: As established per teacher's contract.

EVALUATION: Yearly for first two years; every three years afterwards

Reviewed:2.6.2024