**JOB DESCRIPTION FOR: District Nurse**

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**REPORTS TO:** Assistant Superintendent for Student Services and Support

**QUALIFICATIONS:** As established by Board of Education

**GENERAL RESPONSIBILITIES:**

To provide district-wide health services and support student learning and the education process through the implementation of strategies which promote student and staff wellness and safety.

**DUTIES:**

Perform related duties as assigned.

1. Administer first aid or nursing care for accidents, seizures, preventive medicine and other educational-related medical problems; provide CPR and first aid to school employees as needed.

2. Assist with height, weight, vision, hearing, scoliosis and other health screenings as required; provide screening for head lice and observe students as requested to detect health needs.

3. Refer students to appropriate personnel, resources or clinics and follow-up as necessary.

4. Audit and assist in maintaining health records and medical logs; ensure immunization and student records are updated; prepare and submit periodical medical reports for appropriate organizations or District personnel and assure compliance with established laws and regulations.

5. Dispense and retain medication, and perform medical treatment in accordance with physician's instructions within District guidelines.

6. Communicate and collaborate with health care providers and various community health agencies to exchange information, coordinate activities, and provide the health care needed for students.

7. Conduct training for students, parents and school staff as required.

8. Provide information and make recommendations to administrators, teachers and parents regarding health issues of students and school health program needs. Develop programs to meet school health needs.

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**JOB DESCRIPTION FOR: District Nurse (continued)**

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9. Maintain stock of first aid supplies; assure medical equipment is in proper working condition; order supplies and equipment as needed.

10. Participate in screening for health defects and sanitary conditions in schools. Educate students regarding the basics of good hygiene and disease prevention.

11. Maintain current knowledge of medical advances and information, public health issues and treatment procedures.

12. Maintain CPR certification and RN licensure through continuing education and professional development.

13. Serve as a health advocate for students.

14. Performs other duties as assigned by the Assistant Superintendent.

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APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION June 18, 2012

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