**JOB DESCRIPTION FOR: Substitute Nurse**

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**REPORTS TO:** Building Principal and Superintendent

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

**GENERAL RESPONSIBILITIES:**

In the absence of the district nurse, to provide health services that support student learning and the education process and promote student and staff wellness and safety.

**DUTIES:**

Perform related duties as assigned.

1. Report to the building principal or school secretary upon arrival at the school building.

2. 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.

3. Provide screening for head lice and observe students as requested to detect health needs.

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

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

6. If required, communicate and collaborate with health care providers and various community health agencies to provide the health care needed for students.

7. Provide information and make recommendations to administrators, teachers and parents regarding health issues of students.

8. Maintain CPR certification, nursing licensure, and current knowledge of medical advances, public health issues and treatment procedures.

9. Serve as a health advocate for students.

11. Perform other duties as assigned by the principal and/or superintendent.

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APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION May 20, 2013

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