

**POWELL COUNTY SCHOOLS  
JOB DESCRIPTION**

**POSITION TITLE:** Head School Nurse

**REPORTS TO:** School Nutrition Director

**BASIC FUNCTION:** Administer first aid according to established procedures; conduct a variety of health screenings; prepare and maintain accurate student medical records.

**REPRESENTATIVE DUTIES:**

- 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.
- Conduct height, weight, vision, hearing, scoliosis and other health screenings as required; provide screening for head lice and observe students on a regular basis to detect health needs.
- Refer students to appropriate personnel, resources or clinics and follow-up as necessary.
- Maintain computerized health records and medical logs; update immunization and student records as needed; prepare and submit periodical medical reports for appropriate organizations or District personnel and assure compliance with established laws and regulations.
- Dispense and retain medication and perform medical treatment in accordance with physician's instructions within District guidelines.
- Communicate with various community health agencies and civic organization to exchange information, coordinate activities and obtain student needs such as medication, glasses, hearing aids and clothing as needed.
- Conduct training for students, parents and school staff as required.
- Provide information and make recommendations to principals, substitutes, teachers and parents regarding health issues of students and school health program needs, develop programs to meet school health needs.
- Authorize re-admission to school.
- Maintain stock of first aid supplies; assure medical equipment is in proper working condition; order supplies and equipment as needed.
- Participate in screening for health defects and sanitary conditions in schools.
- Maintain current knowledge of medical advances and information, public health issues and treatment procedures.
- Perform related duties as assigned.
- Supervise/train unlicensed medication trained employees in medication training.
- Perform CPR/First aid/AED training for employees as needed.
- Supervise and sign off on Medicaid check off sheets for unlicensed personnel.
- Assist with Medicaid reports and paperwork as needed

**DUTIES REPRESENTATIVE OF HEAD SCHOOL NURSE:**

- Supervise and sign off on Medicaid log sheets for all trained unlicensed employees
- Assist with Medicaid reports and paperwork as needed
- Arrange/track the CPR recertification program for the school employees/coaches; includes scheduling of classes/teaching
- Organize and update the CPR/Medication trained employee list for schools
- Organize/adjust the district nurses schedules as needed
- Develops all bus protocols/procedures for students with health needs
- Attends ARC's and 504's as requested
- Coordinate the orientation/training of newly hired school nurses
- Evaluate and recommend the purchase of health service materials, supplies, and equipment
- Review the Annual Immunization Status Reports before submission to KDE
- Serves as a liaison between school nurses and district health coordinator

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- First aid, CPR and nursing practices and procedures.
- Various health-screening practices, procedures and techniques.
- Oral and written communication skills.
- Record-keeping techniques.
- Policies and objectives of assigned program and activities.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Contagious diseases.
- Infinite Campus

**ABILITY TO:**

- Administer first aid according to established procedures.
- Conduct variety of health screenings.
- Prepare and maintain accurate student medical records.
- Make referrals and perform follow-up.
- Maintain medical equipment in proper working condition.
- Understand and follow written prescriptions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain current knowledge of technological advances in the field.
- Complete work with many interruptions.
- Determine appropriate action within clearly defined guidelines.
- Observe health and safety regulations.

- Adhere to the professional code of ethics.
- Demonstrate punctual and good attendance.

**PHYSICAL DEMANDS:**

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting , crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light to heavy weights

**EVALUATION:** Annual development of Professional Growth Plan. Annual evaluation of job performance by supervisor.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: graduation as a Licensed Practical Nurse or Registered Nurse and one year comprehensive nursing experience.

**LICENSES AND OTHER REQUIREMENTS:** Valid Kentucky driver's license and valid proof of RN or LPN license.

Most recent approval by the Powell County Board of Education	Date:
Printed name of employee receiving job description.	
<b>Employee Agreement: I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.</b>	
Employee Signature:	Date: