



JESSE BACON, SUPERINTENDENT
ADRIENNE USHER, DEPUTY SUPERINTENDENT
BRANDY HOWARD, CHIEF ACADEMIC OFFICER
TROY WOOD, CHIEF OPERATIONS OFFICER

To: Jesse Bacon
From: Kimberly Willoughby
Date: May 14, 2026
Re: Nurse Service Contract (RN)

Please present these contracts between Independent Nurse Contractors and the Bullitt County Board of Education to board members for consideration at the June 15, 2026 Board Meeting. A blanket agreement for the 2026-2027 school year is needed to meet all requests for health services in a timely manner. These guidelines are set within KRS 156.502 (Health Services in School Setting). The contracts are developed within the scope of practice for an RN licensure. This contract was last reviewed by Emily Vessels May 12, 2025, but the contract is unchanged.

The cost of service will not exceed the budget allowance as designated in the health service budget for the upcoming school year.

OUR MISSION IS TO INSPIRE AND EQUIP OUR STUDENTS TO SUCCEED IN LIFE

BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION

CONTRACT REGISTERED NURSE

Responsible To: District Health Coordinator

Contract Terms: As needed up to budget allowance

Qualifications:

Certification: Current Registered Nurse license in good standing; CPR;

Experience: Two years comprehensive nursing experience

Basic Function:

Administer first aid according to established procedures; assist as needed with health screenings; maintain accurate student medical records, and complete selected health related tasks to ensure the medical needs of students are met.

Duties:

1. Assists in medication training of staff. (Routine and emergency medications)
2. Performs emergency procedures and provides nursing assessment for accidents, seizures and other educational-related medical problems; CPR and first aid as needed.
3. Assist in monitoring and validation of health care services being provided to students.
4. Reviews/updates files relating to immunizations/health screenings as needed.
5. Assist in delivery of school health programs; screening for head lice and assist in detection of student health needs and communicate observation with family or physician.
6. Maintains current standards of nursing and provides services according to policy and programs.
7. Acts as a resource person to school personnel regarding the various aspects of health education.
8. Punctual in attendance when scheduled to work.
10. Performs related duties as assigned by the District Health Coordinator.
11. May assist in direct student care with the special education department if other staff unavailable and schedule permits. May require tracheostomy care, breathing treatments, catheterizations, and g-tube feedings.
12. Maintain current knowledge of medical advances and information, public health issues and treatment procedures.

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.
- Communicable diseases.

Ability to:

- Administer first aid according to established procedures.
- Conduct a 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 on a variety of health related activities or concerns.
- 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.
- Train others
- Learn district policy and procedures

Signature/Date

