Parents are responsible for the health and well being of their children. It is not the intent of the school to relieve the parents of their responsibilities. School health services supplement, rather than substitute for, parental care and concern for the health of the student.

The job of School Nurse was created for the purpose/s of strengthening and facilitating the educational process by modifying or removing health-related barriers to learning in individual Natrona County School District (NCSD) students and by promoting an optimal level of wellness for students in three main areas: health services, health education, and healthful school environment.

The School Nurse assumes responsibility for appropriate assessment, planning, intervention, evaluation management, and referral activities. The School Nurse serves as the direct link between physicians, families, and community agencies to assure access and continuity of health care for students concerning health-related issues. The School Nurse may also provide nursing assessments for staff as a professional courtesy. The School Nurse upholds and adheres to professional standards and performs all duties in compliance with the Wyoming Nurse Practice Act, the National School Nurses Association Standards of School Nursing Practice, applicable public laws (i.e. IDEA, 504, HIPAA/FERPA, etc.), and Natrona County School District policies and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides acute, chronic, and routine nursing care (trachea care, tube feeding, nebulizer treatments, blood glucose, insulin administration, etc.; and vision, hearing, dental, and vital sign screenings, etc.) for the purpose of addressing health-related barriers to student learning.

- Monitors, screens and evaluates student health (vision, hearing, dental, height, weight, blood pressure, and others as indicated, etc.) for the purpose of addressing health-related barriers to student learning.

- Collects and documents health information--manual and electronic--for the purpose of maintaining accurate and up-to-date student health records.
Acts as a first responder in the event of a medical emergency involving students and/or staff for the purpose of providing emergency care (CPR/First Aid, triage, and/or disaster preparedness, etc.).

Provides student health assessments and evaluations (i.e. at-risk students, special education evaluations, etc.) for the purpose of supporting and strengthening students' ability to learn.

Provides information to school personnel regarding students with diagnosed medical concerns in compliance with HIPAA regulations for the purpose of supporting a healthy and safe learning environment for each student.

Maintains student immunization records for the purpose of ensuring district compliance with Wyoming Immunization Law.

Acts as a liaison between school staff, home, health and community agencies (i.e. home visits, health histories, health counseling, acute and chronic illness assessment, appropriate referrals for health-related services, etc.) for the purpose of providing resource information and collaborative communication in addressing student health needs.

Reports suspected child abuse to Department of Family Services for the purpose of facilitating student safety according to NCSD policy and Wyoming state statutes.

Administers student medications (insulin, etc.) for the purpose of supporting student health needs as prescribed per licensed healthcare professional and according to NCSD policy and guidelines.

Trains and supervises Principal and/or Principal's designee to assist with administering student medications (i.e. in the absence of School Nurse, etc.) according to NCSD policy and guidelines.

Conducts health-related presentations for the purpose of educating students and/or staff on maintaining healthy lifestyles.

Develops health objectives for student Individualized Education Plans and Individualized Health Plans for the purpose of supporting student health and education goals and objectives.

Interprets student medical data to students, parents and staff for the purpose of providing understandable information and clear direction.
ESSENTIAL DUTIES AND RESPONSIBILITIES continued

- Participates in a variety of activities (i.e. district and building-level special education meetings, at-risk intervention meetings, etc.) for the purpose of providing, collecting and/or receiving data relevant to student health needs.

- Mentors nursing students for the purpose of providing support and relevant school nurse training.

- Assesses and evaluates health needs of students, as requested, for the purpose of providing necessary interventions to improve student health.

- Reports, evaluates, and monitors incidences of communicable and nuisance diseases for the purpose of ensuring a safe and healthy school environment for students.

- Prepares monthly reports (i.e. health, safety, nursing, etc.) for the purpose of submitting accurate and current data in accordance with district, state, and federal guidelines and requirements.

- Performs all other related duties as assigned by either: the building Principal and/or District Nursing Coordinator.

WORK SCHEDULING

- The School Nurse building assignment schedule is prepared annually by the Director of Safe Schools and the District Nursing Coordinator for the purpose of ensuring sufficient services are provided to all students.

- The School Nurse will inform assigned schools when schedule requires alteration for the purpose of ensuring coverage of student health needs.

MINIMUM QUALIFICATIONS

- Possess and maintain current licensure as a Registered Professional Nurse by the Wyoming State Board of Nursing.

- A current Permit or Certificate issued by the Wyoming Department of Education is preferred.
EDUCATION and/or EXPERIENCE

- Must possess a Baccalaureate degree (B.S.) in Nursing from an accredited four-year college or university

SUPERVISORY RESPONSIBILITIES

- The job of School Nurse does not have any supervisory responsibilities.

LANGUAGE SKILLS

- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

- Ability to apply principles of logical or scientific thinking to a wide range of difficult phases. Ability to deal with a variety of abstract and concrete variables.

PHYSICAL DEMANDS

On-the-job time spent in physical activities is indicated below.

SELDOM (<5% of the time or not present):
  - Climbing or balancing

OCCASIONAL (<33% of the time):
  - Standing
  - Sitting
PHYSICAL DEMANDS continued

- Stooping, squatting, kneeling, crouching, or crawling (distance of 2-5 feet)
- Bending
- Push or pull less than 50 pounds
- Lift from 25 pounds up to 50 pounds
- Twist or rotate body part above the waist

FREQUENT (<66% of the time):
- Walking
- Talking or hearing
- Tasting or smelling
- Reaching
- Lift up to 10 pounds

CONSTANT (>66% of the time):
- Use hands to finger, handle or feel
- Reaching with hands and arms

VISION REQUIREMENTS

Vision requirements are indicated below:
- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three dimensional vision, ability to judge distances and spatial)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)

WORK ENVIRONMENT

Typical noise levels for this work environment are:
- Moderate noise (examples are business office with computers and printers, light traffic)
Hearing Demands (including ability to discriminate verbal commands and environmental safety sounds) for this position are:

- Ability to hear well enough for any type of position (e.g. normal hearing and audiogram including normal noise and speech discrimination)

Amount of time will be exposed to following environmental conditions:

**SELDOM** (<5% of the time or not present):

- Temperature and moisture (extreme cold, heat, wet and/or humid conditions)
- Exposure to atmospheric conditions (fumes, odors, gases, dust and/or poor ventilation)

**OCCASIONAL** (<33% of the time):

- Exposure to likelihood of injury (impact of injury = 1 day)

**FREQUENT** (<66% of the time):

- None

**CONSTANT** (>66% of the time):

- Exposure to hazards (mechanical, explosives, chemicals, blood, and disease)

I have read and understand the scope of this job and hold the minimum requirements:

Employee Name (please print): ________________________________

Employee Signature: ___________________________ Date: ________________

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School Nurse