

East Link Academy

JOB DESCRIPTION

TITLE: Elementary School Nurse

GENERAL SUMMARY

Under general supervision, administers medical assistance and first aid to students according to school health program procedures prescribed by the school and state. Performs routine counseling services; refers students and their parents to community agencies and professionals as appropriate. Maintains student health records. This is an hourly position. Reports to the Head of School.

ESSENTIAL FUNCTIONS

- Collects and reviews health cards on all students, noting significant information, including allergies, medications, illnesses and health conditions; notifies teachers of all significant health problems of students they work with
- Obtains and maintains student immunization records; prepares S.C. certificates of immunization when appropriate documentation is provided; makes referrals to physicals and/or DHEC as necessary; prepares DHEC immunization reports as required
- Manages school health room; sees ill and injured students on a walk-in basis and handles medical emergencies
- Notifies parents or physicians, as necessary, in cases requiring medical attention; summons ambulance if necessary
- Participates in the school's screening program; determines if further medical consultation or treatment is necessary or advisable; makes referrals and follows up with individual cases as needed
- Monitors students for health problems, including lice infestation, elevated blood sugar levels, etc., and unmet health needs
- Counsels and educates students about their health problems or conditions, disease prevention, hygiene and health maintenance
- Provides health instruction, counseling and guidance to parents and staff on subjects such as CPR, first aid, emergency care procedures and special health problems
- Dispenses prescription and non-prescription medications as directed by physician and parent
- Looks for conditions which might indicate the presence of communicable diseases; alerts faculty, parents, physicians and public health authorities when necessary
- Assists in identifying and reporting suspected child abuse/sexual abuse/neglect
- Develops individual health plans for students with handicaps or chronic health conditions; assists in identifying students with special needs
- Identifies and monitors students with extended illnesses/absences and corresponds with attendance clerk and parent concerning illness/absence

- Coordinates health and social services for students between school, family physician, hospitals and community agencies
- Researches illnesses and diseases, and consults with other nurses and health care professionals to determine appropriate care at school
- Ensures compliance with OSHA regulations concerning blood borne pathogens protocol
- Participates in implementing a system for managing school emergencies and the conduct of actions to prevent both unintentional and intentional injury and/or disease occurrences
- Orders and maintains inventory of health room supplies and equipment
- Prepares and distributes first aid kits for field trips and emergency situations; prepares and distributes mini-first aid kits for all staff members; prepares and maintains code blue equipment and supplies for emergencies
- Compiles data for and prepares various reports and records required by the school and other agencies
- Reviews Medicaid forms for eligibility; generates monthly Medicaid billing reports
- Assists with school registration events and procedures

JOB SPECIFICATIONS

Education and Experience

Requires a Bachelor's or Associate's degree in nursing supplemented by one to two years of nursing experience, preferably in an educational setting, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must be licensed to practice nursing in the state of South Carolina; must possess CPR and First Aid certifications. Must possess a valid state driver's license.

DISCLAIMER STATEMENT

This job description is not intended as an employment agreement or contract. Job duties may be altered at the discretion of the Head of School at any time without notice.