Purpose
The purpose of this document is to communicate the expectations of the American Academy School Nurse in regards to the assigned job responsibilities; achievement of these expectations will directly contribute to the school’s successful achievement of its mission and objectives. Further, these expectations provide the basis of the employee’s performance evaluations. The School Nurse reports to the Office Manager.

High-Level Responsibilities
Four main areas of responsibility have been identified for the School Nurse:

I) Address Student Health Needs (50%)
II) Meet Mandates for Student Health and Assessments (20%)
III) School Health Liaison (20%)
IV) Positive Contribution to the School Environment (10%)

Expectations
This section defines the specific objectives within each area of high-level responsibility and identifies completion expectations and regular reporting of progress. The duties of the School Nurse include:

I) Address Student Health Needs (50%)

A. Develops and implements appropriate health care plans
   - Review student health database prior to start of school year and as needed to identify students with significant health concerns and create appropriate health care plans
   - Share health care plans with parents and or community health care providers of specific students for review and input.
   - Disseminate student significant health concerns information and health care plans to appropriate staff prior to start of school year and update as needed.
   - Disseminate student health concerns related to an emotional condition or psychological condition to appropriate psychological support staff

B. Train/delegate/supervise staff for nursing tasks
   - Provide training/delegation/supervision of nursing tasks to staff covering the health room including but not limited to medication administration, diabetic management, Tylenol protocol, confidentiality, use of health guidelines book, attendance guidelines, universal precautions, record keeping procedure, significant health concerns (LTA, asthma, seizure), head injury protocol, field trip procedure, disaster preparedness.
   - Provide all staff with basic training on LTA, Diabetes, seizure management, and asthma and ensure staff taking students off school grounds are trained in the emergency and daily medications specific to their students’ health needs.
   - Provide training/delegation/supervision to pre-school staff per state mandates.

C. Provides for student health acute care needs, including emergencies
School Nurse Job Responsibilities

- Responds to any staff or student medical emergency and provides appropriate emergent care.
- Evaluates and supports students with diagnosed concussion utilizing DCSD Concussion Management Protocol.
- Participates in ongoing disaster management preparation.

D. Oversees the medication administration policy
   - Ensures students’ with daily and/or emergency medications have required completed DCSD medication release form, and self-carry documentation when appropriate.
   - Ensure all medications are stored appropriately (emergency medications unlocked, non-emergency medications locked).
   - Oversee disposal of all medications per CDHPE guidelines.

II) Meet Mandates for Student Health and Assessments (20%)

A. Directs the immunization program and monitors compliance
   - Review school health database for immunization compliance prior to start of school year and quarterly.
   - Oversee school registration process to notify parents of student immunization compliance.
   - Ensure parents of students resign personal or religious exemption waivers per state law.
   - Send notification to parents for students with non-compliant immunization status.
   - Coordinate with DCSD health services department as required for immunization reporting.

B. Conducts health assessments, including all required evaluations for students with suspected disabilities
   - Completes a health status update as required by state mandate for all students with an Individualized Educational Plan.
   - Participate on 504 review team and provide medical knowledge as appropriate for students with actual or suspected disabilities.

C. Oversees vision and hearing screening programs
   - Conduct vision and hearing screenings as mandated by state law.
   - Send appropriate referrals to parents for identified students from screenings.
   - Follow up on all referrals sent from vision and hearing screenings.

D. Manages communicable disease outbreaks
   - Reports required disease cases to CDPHE per state mandate.
   - Communicate necessary communicable disease outbreak information to parents and staff as appropriate with coordination of school administration.

E. Work with the administration in supporting students with attendance issues.
   - Attend meetings for students with attendance issues as appropriate
   - Identify if there is a health component contributing to the student’s absence and work with parent, interdisciplinary school team and student’s health care provider to support student’s needs.

III) School Health Liaison (20%)

A. Communicate effectively to resolve conflict with students, parents, and community groups related to school health and wellness.

B. Communicate effectively with community health care providers to support student health.
   - Obtain physician communication release form to discuss student health concerns as needed.
   - Provide follow up on student health to outside health care providers as requested.

C. Promote a healthy school community
   - Coordinate school health and wellness team
   - Coordinate with DCSD health services to develop and implement an annual School Health Improvement Plan.
D. Coordinate with staff, parents, and outside groups for overnight field trips to ensure student health and safety
   - Work with staff to plan and implement appropriate overnight field trip locations and activities.
   - Ensure staff are informed and trained on students’ health care needs.
   - Coordinate with outside host location and/or RN attending overnight field trip to ensure student health care needs are met.
   - Review all medications and release forms for overnight trips are completed appropriately and meet school and district protocol.

V) Positive Contribution to the School Environment (10%)

A. Provide timely and clear communication
   - Provide regular updates to supervisor.
   - Maintain integrity with respect to hierarchy in the organization.
   - Respond to staff and parent emails within 48 hours.

B. Demonstrate initiative in personal achievements and team support
   - Demonstrate problem-solving.
   - Demonstrate professionalism.
   - Demonstrate positive relationship with colleagues.

C. Adhere to the AA Employee Code of Conduct