



Byron Public Schools
Independent School District #531
Byron, Minnesota

TITLE: Building/Team Nurse

CLASSIFICATION: Support Staff/Hourly Wage 240

QUALIFICATIONS:

1. Licensed Practical Nurse or Registered Nurse Licensure
2. Maintain Certification of First Aid and CPR

REPORTS TO: Principal and Licensed School Nurse

JOB GOAL: To provide assistance to the licensed school nurse in managing the overall operation of the health office.

Team Responsibilities: The nursing team will respond to all student healthcare needs in the district and provide coverage when needed to all district buildings.

PERFORMANCE RESPONSIBILITIES:

1. Provides basic first aid and emergency care to ill/injured students and staff during the school day. Monitors for symptoms of illness and screens students to determine the course of action. Refers as appropriate.
2. Dispenses medication.
3. Required daily charting. This includes any student seen in the Health Office, medications administered, health screenings, incident report forms for students requiring medical attention and updating student health records.
4. Distribution and collaborated development with the LSN of pertinent health bulletins to students, parents/guardians and/or staff.
5. Monitor and refer students with health concerns to parent/guardian for appropriate follow up with a health care provider and notify LSN supervisor.
6. Under the supervision and assignment of the LSN, work with the nursing team to provide early childhood screening, vision and hearing program, classroom teaching, immunization program, maturation program and other classroom programs for students and parents. Under delegation of the LSN, and as trained and supervised, will provide referrals and follow-up for individual students with health concerns, including vision and hearing concerns.



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7. Work and collaborate with the LSN/LPN, as needed, with time sensitive health issues on a district level.
8. Assign and monitor nursing tasks or activities within scope of practice to RN, LPN or unlicensed assistive personnel.
9. Maintain cumulative student health information files in each office.
10. Maintain security of school health supplies and medications.
11. Order supplies as a team as needed for the offices.
12. Test and record monthly AED machine checks and take corrective action as appropriate. Will notify LSN of any AED needs.
13. Participate, under LSN delegation, with in-service training programs for school personnel and classroom education for district students. Provide health care information to individual teachers and students.
14. Provide a safe and healthy environment.
15. Collaborate with the nursing team on developing best-practice school health policies. Assist with health policy/procedures. Participate with others in formulating health policy/procedure and curriculum development for the district.
16. Report all student emergencies to the building site principal and the LSN.
17. In collaboration with the LSN/LPN, implement policies/procedures for the exclusion and readmission of students with infectious and communicable diseases.
18. Monitor and enter data and immunization records for district students. When there are non-compliance issues, contact and collaborate with parents/guardians, the building administrator, and the district nurse.
19. Interpret medical information to school personnel, as necessary, to assist in the educational process and student safety.
20. Monitor ongoing student health conditions within the scope of their nursing licensure. Examples are asthma, seizure disorders, diabetes, etc. Informs and interprets plan of care (individual plan of care and emergency care plan) as needed (based on legitimate right to know) to school personnel regarding deviations that may affect learning.
21. Follow all state and federal laws regarding data privacy information and child abuse/neglect reporting requirements.



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22. Attend nurse's meetings and actively participate in decision making for the nursing department with a team approach. Exhibit an attitude that promotes teamwork in the nursing department. Represent self and nursing department professionally and ethically at all times.
23. Is the coordinator of the Emergency Response Team for their building, under the leadership of LSN.
24. Assist families in locating community resources (e.g., assisting in signing up for medical assistance, other public assistance programs, etc).
25. This job description is not intended to be all-inclusive, and the employee will also perform other reasonable related business duties as assigned by the immediate supervisor and other management.
26. Employee is accountable to function within the LPN or Registered Nurse Scope of Practice.

Employee Acknowledgment

Date

This organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Approved: August 2013
Revised: March 2025