

**TITLE: SCHOOL NURSE (Non-Instructional)**

**QUALIFICATIONS:**

1. Valid New Jersey School Nurse Certificate or Emergency School Nurse Certificate.
2. Demonstrated expertise in school health nursing practice and emergency procedures
3. Knowledge of child growth and development, community and family dynamics, current health issues and wellness education
4. Knowledge of community health and social services resources and ability to communicate effectively with nonschool health professionals and social service agencies
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

**REPORTS TO:** Supervisor of Instruction/Principal

**SUPERVISES:** Substitute Nurses

**JOB GOAL:**

To promote health and safety in the school environment and provide health services to students, faculty and staff; to assist with the teaching of sound health practices.

**PERFORMANCE RESPONSIBILITIES:**

Overall

1. Works in cooperation with the school physician, other school health professionals (e.g. dentist, physicians, optometrist), members of the staff, parents and community health professionals to ensure a healthy school climate and to minimize absence due to illness.
2. Promotes healthy/safe school environment by assisting the administration and staff to maintain safe and sanitary conditions throughout the school. Reports problems promptly to the principal or supervisor.

Surveys, Screening and Record-Keeping

1. Conducts health services and screening programs as required by law and/or board policies.
2. Assists the school physician with physical examinations; makes referrals and conducts follow-up activities as necessary.
3. Maintains up-to-date health records on all students, maintains separate records of immunizations for the purpose of immunization record auditor and ensures their confidentiality. Is responsible for maintaining confidential health records for students and staff.

Direct medical services provided to students

1. Provides emergency care in case of sudden illness and administers first-aid in case of injury to students or staff according to established policies and procedures.
2. Is responsible for the availability and maintenance of required medical supplies and equipment.
3. Oversees the secure storage of medications, monitors expiration dates and appropriately disposes of

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medications as necessary.

4. Administers prescribed medication to students in accordance with doctor's orders and with law and board policy.
5. Designates school staff and provides training and supervision to the designated staff for the emergency administration of epinephrine for students known to be at risk and response to first time allergic reactions at school or school activities.
6. Oversees staff training and the development and implementation of individual protocols and accommodations to prevent life threatening allergic reactions.
7. Oversees the development and implementation of individualized health care plans and individualized emergency health care plans for students with diabetes.
8. Oversees the development and implementation of accommodations required for other medical conditions.
9. Provides appropriate response to Do Not Resuscitate (DNR) orders.
10. Manages the regular testing and maintenance of AED equipment.
11. Provides insight and updates annually accommodation plans for staff and students under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act.
12. Helps prevent and control communicable disease through inspections, lectures, exclusion and re-admission of students and staff in keeping with state and local health regulations and school policies.
13. Provides notifications regarding contagious conditions including but not limited to disease and infestations to staff and parents/guardians and oversees development and implementation of classroom and school wide protocols to prevent the spread of contagion and infestation.
14. Oversees the development and implementation of the district exposure plan (bloodborne pathogens and hazardous substances).
15. Notifies principal or his/her designee to arrange for immediate examination of any pupil who appears to be under the influence of alcohol or other drugs. Performs drug screenings as needed.
16. Confers with and advises students, parents, and staff members on matters pertaining to the health and safety of students. Participates in the development and implementation of the district's emergency and crisis management plan.
17. Assists the principal and the child study team in the identification and placement of students with disabilities who need special education services for medical reasons.
18. Provides special health care and related services to meet the needs of students with disabilities.
19. Develops and enforces the school eye protection program as required by statute and administrative code

#### Health Education

1. Provides information and training on health matters at staff meetings and in-service training. Serves as a resource to teachers and administrators on health matters.
2. Collaborates with community and other nonschool health agencies to meet the health needs of children and families.
3. Provides information to parents and children in a format that allows them to make better choices that improve their health.

#### Administrative activities

1. Assists in the development of policies and procedures for comprehensive health education and services.
2. Develops and maintains the annual school nursing plan in conjunction with the chief school administrator

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and the school physician. The annual school nursing plan will include a description of basic nursing services provided; a summary of specific medical needs of individual students and how they will be addressed; a description of emergency nursing services; detailed nursing assignments for all school buildings; and a description of nursing and additional medical services to nonpublic schools.

3. Prepares health and safety reports as required by law and/or requested by the principal.
4. Reports any suspicion of child abuse to the Division of Child Protection and Permanence and building principal or his/her designee.
5. Serves on committees as assigned in order to incorporate essential health care information into the deliberations and reports of these committees.

### Other

1. Maintains professional competence through inservice education and participation in other professional development activities. Receives training in the treatment of asthma and maintains a valid current Cardiopulmonary Resuscitation certificate as required by law and administrative code.
2. Performs such other appropriate duties as required under law or as may be assigned by the principal or student personnel services director.

### **TERMS OF EMPLOYMENT:**

Salary and work year to be established by the board of education.

### **ANNUAL EVALUATION:**

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved by:

Date:

Revised:

### **LEGAL REFERENCES:**

<u>N.J.S.A.</u> 18A:6-7.1	Criminal history records; employee in regular contact with pupils; grounds for disqualification from employment
<u>N.J.S.A.</u> 18A:16-1	Officers and employees
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:17-46	Violence, vandalism and substance abuse incident report
<u>N.J.S.A.</u> 18A:27-10	Nontenured teaching staff member; offer of employment for next succeeding year or notice of termination before May 15
<u>N.J.S.A.</u> 18A:28-5	Tenure of teaching staff member
<u>N.J.S.A.</u> 18A:29-4.2	Payment of school nurse according to teachers salary guide
<u>N.J.S.A.</u> 18A:37	Discipline of pupils
<u>N.J.S.A.</u> 18A:40	Promotion of health and prevention of disease
<u>N.J.S.A.</u> 18A:40A	Substance abuse
See particularly:	
<u>N.J.S.A.</u> 18A:40A-12	Reporting of pupils under influence or believed to be using anabolic steroids; examination; report; return home; treatment; evaluation of possible need and referral
<u>N.J.S.A.</u> 18A:40A-13	Immunity for educational and medical personnel, officers or agents because of actions taken by virtue of act
<u>N.J.S.A.</u> 18A:40A-14	Civil immunity for educational personnel reporting pupils
<u>N.J.A.C.</u> 6A:9	Professional licensure and standards

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### SCHOOL NURSE (Instructional) (continued)

See particularly:	
<u>N.J.A.C. 6A:9-3.3</u>	Professional standards for teachers
<u>N.J.A.C. 6A:9B</u>	State board of examiners and certification
See particularly:	
<u>N.J.A.C. 6A:9B-5</u>	General certification policies
<u>N.J.A.C. 6A:9B-8</u>	Requirements for instructional certificate
<u>N.J.A.C. 6A:9B-12.3</u>	School nurse
<u>N.J.A.C. 6A:9C-3</u>	Required professional development for teachers
<u>N.J.A.C. 6A:10</u>	Educator effectiveness
See particularly:	
<u>N.J.A.C. 6A:10-2.1 et seq.</u>	Evaluation of teaching staff members
<u>N.J.A.C. 6A:10-4.1 et seq.</u>	Components of teacher evaluation
<u>N.J.A.C. 6A:10-6.1 et seq.</u>	Evaluation of teaching staff members other than teachers, principals, vice principals and assistant principals
<u>N.J.A.C. 6A:14-3.4</u>	Evaluation
<u>N.J.A.C. 6A:16</u>	Programs to support student development
See particularly:	
<u>N.J.A.C. 6A:16-1.4</u>	District policies and procedures
<u>N.J.A.C. 6A:16-2</u>	General provisions for school health services
<u>N.J.A.C. 6A:16-3</u>	Comprehensive alcohol, tobacco and other drug abuse program
<u>N.J.A.C. 6A:16-4</u>	Procedures for alcohol, tobacco and other drug abuse intervention
<u>N.J.A.C. 6A:16-5.1</u>	School safety and security plans
<u>N.J.A.C. 6A:16-5.3</u>	Incident reporting of violence, vandalism and substance abuse
<u>N.J.A.C. 6A:16-8</u>	Intervention and referral services
<u>N.J.A.C. 6A:16-11</u>	Reporting potentially missing or abused children
<u>N.J.A.C. 6A:32-4</u>	Employment of teaching staff
<u>N.J.A.C. 6A:32-5.1</u>	Standards for determining seniority
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations
<u>N.J.A.C. 6A:32-7</u>	Student records
<u>N.J.A.C. 8:6.1-1.1(j)</u>	Universal precautions
<u>N.J.A.C. 8:57-4.1-4.16</u>	Immunization monitoring
<u>N.J.A.C. 12:100-4.2</u>	Adoption by reference

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. 1400 et seq., reauthorized 1997, P.L. 105-17 (formerly the Education for All Handicapped Act)

Bloodborne Pathogen Standard, 29 CFR 1910.1030

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.

Title X Part F Section 1061 Health Services and Section 9526 Sex Education

Occupational exposure to hazardous chemicals in laboratories standard, 29 CFR 1910.1450