

# ST. JOHN SCHOOL

A PERSONALIZED LEARNING ACADEMY

**TITLE:**

School Nurse

**SUPERVISOR:**

Principal (St. John School)

**SCHOOL MISSION:**

St. John Lutheran School equips children through excellent Christian education to courageously serve Christ in a changing world.

**RESPONSIBILITIES:**

The school nurse will support the physical, mental, emotional, spiritual and social health of students during the school day in the following ways:

- Provide nursing assessment and administration of direct care including first aid and emergency care to students as needed.
- Communicate with teachers regarding care to their students, including need for dismissal, as needed within FERPA allowances.
- Communicate with parents regarding health care provided to their child and any need for early dismissal.
- Maintain student health files and immunization records.
- Monitor compliance with state immunization requirements and communicate with parents.
- Prepare and file mandatory state Immunization reports for preschool and K- 8<sup>th</sup> grade on behalf of the school.
- Log and report communicable diseases in the school community as mandated for the school according to the local health department protocol.
- Communicate with parents and staff regarding communicable diseases as they arise in the school & or local community.
- Maintain medication forms, physician order forms, and action plans for students as needed.
- Administer over- the- counter medications and emergency medications as per standing orders provided by the consulting physician.
- Administer medications prescribed by the student's physicians according to individual orders. Coordinate with parents to maintain medication supply and return unused portion at the end of the school year.
- Maintain communication with the consulting physician as necessary.
- Maintain weekly count of any medications that are controlled substances.
- Maintain logs on student visits in their individual records.
- Coordinate with teachers to provide medications and other health care needs prior to field trips as needed.
- Maintain action plans for students with identified health care needs or risks.
- Develop and keep up to date a medical alert list for appropriate school staff.
- Distribute first aid supplies for staff to maintain in their classrooms.
- Provide copy of incident reports to the principal for review.
- Provide school screenings for vision and hearing annually, following up with referrals as needed.
- Assist with obtaining health care resources as needed.
- Communicate with parents, staff, health care providers, counselors and learning specialists as needed.

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- Maintain necessary supplies in nurse office within the budget provided.
- Follow emergency evacuation protocols and assist staff as needed when emergencies arise.
- Coordinate and present discussions about puberty to 4<sup>th</sup> and 5<sup>th</sup> grade students annually.
- Coordinate and present hand-washing technique classes to students as per teacher request.
- Coordinate annual Flu shot clinic with VNA.
- Coordinate Dental presentation every two years as requested by teachers.
- Supervise and maintain staff health records regarding state required TB tests and Hepatitis B immunizations.
- Provide employer- required, OSHA mandated annual blood borne pathogen training.
- Provide in annual staff training in basic first aid and in medication administration including emergency epinephrine.
- Assist in coordinating annual staff training for CPR/AED.
- Assist in review and updates to the St. John Parent Handbook annually.

## **WORK SCHEDULE:**

Part-time position working approximately 14-18 hours per week alternating Wednesdays and every Thursday & Friday. Working 2 days one week and 3 days the next week. Preferred working time is 8:00am-3:15pm.

## **QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS:**

- Christian individual who models the four-fold Covenant expectation of worship, intentional relationships, study of God's word and sacrificial living.
- Understands and supports the mission and vision of Pathfinder Church and St. John's Lutheran School.
- Strong written and recording keeping abilities.
- Able to maintain strict professional ethics and confidentiality.
- Holds current R.N. license in Missouri and liability insurance.
- Holds certification in CPR.