

ST. JOHN SCHOOL

A PERSONALIZED LEARNING ACADEMY

TITLE: School Nurse	SUPERVISOR: Head of School (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:
<ul style="list-style-type: none">• 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- 8th 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.• Maintain necessary supplies in nurse office within the budget provided.

ST. JOHN SCHOOL

A PERSONALIZED LEARNING ACADEMY

- Follow emergency evacuation protocols and assist staff as needed when emergencies arise.
- Coordinate and present discussions about puberty to 4th and 5th 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.

WORKPLACE ENVIRONMENT:

- The role requires frequent movement around the school campus, including walking and standing for extended periods during the school day.
- You may occasionally be required to lift or move objects up to 25 pounds, as well as bend, stoop, and reach while interacting with students and handling materials.
- The position involves both indoor and outdoor work, including participation in student activities and events that may require flexibility and stamina.
- The role requires good visual acuity for tasks such as reading, writing, and using computer systems, as well as fine motor skills for everyday office and classroom activities.
- Reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of the job.

WORK SCHEDULE:

Part-time position with option to work 1, 2, or 3 days a week on a consistent weekly schedule depending on availability. 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.