Licensed School Nurse

*Dept/Div: Special EducationN/A* FLSA Status: *Exempt*

**General Definition of Work**

Performs intermediate professional work providing nursing care and physical screening to students, dispensing medication, preparing and maintaining student and clinic records, and related work as apparent or assigned. Work is performed under the general direction of the Assistant Director/Principal.

**Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

**Essential Functions**

Performs routine and urgent health care services to students.

Performs nursing assessment of each student referred with health care need.

Makes observations and assesses condition; implements health care plan for each student referred; counsels with student, parents and/or teachers about health concerns.

Administers medications and first aid.

Performs routine health screenings for students.

Refers students for medical care as needed.

Keeps logs of visits and care given.

Provides instruction on nutrition, hygiene, grooming, weight control, first aid, disease prevention, substance abuse and related health concerns.

Ensures compliance with required immunizations.

Ensures adequate and proper supplies are available.

**Knowledge, Skills and Abilities**

Thorough knowledge of the common medical practices, procedures and techniques associated with a standard physical examination; thorough knowledge of the preliminary diagnosis of medical problems and the administration of medications related to treatment and first aid; thorough skill using standard tools of the trade; general skill using standard office equipment and applicable hardware and software; ability to administer medications and apply therapeutic treatments as required; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to create and maintain applicable reports, records and files; ability to follow technical oral and written instructions in exact detail; ability to maintain accurate records; ability to establish and maintain effective working relationships with students, parents, associates and the general public.

**Education and Experience**

Bachelor's degree in nursing, or related field and moderate experience working in nursing, public health, or equivalent combination of education and experience.

**Physical Requirements**

This work requires the frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, sitting, tasting or smelling and lifting and occasionally requires stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines and observing general surroundings and activities; work frequently requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

**Special Requirements**

CPR/First Aid certification.

Certified CPR/First Aid instructor.

State of Minnesota Registered Nurse license.

State of Minnesota School Nurse license.

Last Revised: 9/2011