Job Description **Job Title: School Nurse - LVN**
Burkburnett ISD **5.52A**

Job Title: School Nurse (LVN)

Wage/Hour Status: Non-Exempt

Reports to: Principal

Pay Grade: CL-6

Length of Assignment: 10 Months/187 Days

Date Revised: February 2021

Primary Purpose:

Implement a comprehensive program of health services for the campus. Provide direct health services to students. Promote health education and preventive health practices for students. Provide all services under the clinical supervision of the district RN.

Qualifications:

Education/Certification:

- Graduate of an accredited professional nursing education program
- Valid Licensed Vocational Nurse (LVN) license to practice professional nursing in Texas from the State Board of Nurse Examiners
- Certified by Texas Department of Health to conduct vision and hearing screening
- Current CPR Certification
- Current cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) certificates

Special Knowledge/Skills:

Knowledge of health appraisal to identify student health defects
Knowledge of basic first aid
Proficient keyboarding and file maintenance skills
Ability to use software to develop databases and do word processing
Ability to write routine reports and correspondence
Strong organizational, communication, and interpersonal skills

Experience:

One-year experience in health-related position; experience working with school-age children

Major Responsibilities and Duties:

Nursing Services

1. Provide direct care using school health protocols and individualized health plans (IHPs) established by the RN supervisor or medical advisor.

2. Administer medication to students according to board policy and district procedures.

3. Carry out mandatory screening programs, collect data, and complete required reports.

4. Collaborate with campus principal, school counselor, teachers, parents, food service, and other staff regarding the health needs of the general population and those students with identified health conditions.

5. Communicate with parents regarding individual students.

6. Participate in Admission, Review, and Dismissal Committee (ARD) meeting of students with identifiable health needs if the RN is unable and collaborate with appropriate staff and RN regarding implementation of health-related Individual Education Plan (IEP) items.

7. Distribute information to faculty or staff on health related topics as needed.

8. Provide guidance to unlicensed assistive personnel or other school staff on health related tasks.

Clerical

9. Maintain accurate and confidential student health records, including immunization records, medication administration records, and individual student treatment records.

10. Compile, maintain, and file all reports, records, and other documents required, including accurate, confidential health records on all students.

Compliance

11. Comply with policies established by federal and state laws, Texas Department of Health rule, State Board of Education rule, and board policy in health services area. Comply with all district and campus routines and regulations.

12. Maintain confidentiality.

Other

13. Follow district safety protocols and emergency procedures.

14. Communicate regularly with principal and health services coordinator regarding health services issues.

Administration

15. Review and evaluate immunization records.

16. Enforce procedures to ensure proper administration, safety, and security of medications, first aid or health supplies, and campus health equipment.

17. Supervise and train nurse aide(s) in clinic procedures and responsibilities according to district policy.

18. Compile, maintain, and file all reports, records, and other documents required, including clinic records and accurate, updated health records on all students.

19. Requisition supplies and equipment needed to maintain clinic inventory.

20. Comply with policies established by federal and state law, Texas Department of Health rule, State Board of Education rule, and board policy in the area of health services.

21. Report potential health and safety hazards to principal.

Professional

22. Comply with all district and campus routines and regulations.

23. Maintain certification in CPR, vision and hearing screening, and as a health screener.

24. Demonstrate behavior that is professional, ethical, and responsible.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:
Ability to communicate effectively (verbal and written); interpret policy, procedures; maintain emotional control under stress. Exposure to bacteria and communicable diseases.

Equipment Used:
Thermometer, blood pressure cuff, audiometer, otoscope, sphygmomanometer, vision screening equipment, thermoscan, basic clinic equipment, personal computer and copier

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____