

Certified School Nurse

Job Description

Qualifications:

RN with current Illinois license in good standing (Baccalaureate Degree); Current First Aid program completion; Current CPR/AED Certification; Experience in nursing and completion of a school health orientation program preferred; Illinois Certification as a Vision and Hearing screening technician (preferred but not required); Competency in use of existing technology

Job Goal:

To provide direct nursing services to students and staff members to maximize health and wellness in the school community. All duties are performed in accordance with ISECC/State Board of Education policies and procedures and state law regarding nurse practice.

Responsibilities:

- Provides direct professional nursing services, first aid, illness, and emergency care to students and staff in response to the nursing assessment and in accordance with professional standards, school policy and procedures, and state and local mandates.
- Administers medication with appropriate documentation from the parent/guardian and physician, following ISBE and IDPH guidelines. Acts as a resource for staff regarding their student's medication as it relates to their academic/behavioral performance.
- Participates in maintaining accurate medical records including health plans.
- Performs mandated screening procedures for vision and Hearing (if properly certified).
- Maintains a daily log of student/staff visits and documentation on individual health records.
- Maintains the daily environment of the health office facility and supplies.
- Utilizes existing technology effectively in the performance of duties.
- Follows district and OSHA Bloodborne Pathogen rules and regulations. Acts as a resource to staff regarding these guidelines. Stocks classrooms with bloodborne pathogen kits yearly and restocks them with supplies as the kits are used.
- Makes appropriate assessment and referrals for suspected abuse/neglect as a mandated reporter.
- Completes accident/incident reports for students and staff and forwards them to the building and ISECC office in a timely manner.
- Maintains communication with the Director and his or her designee, other certificated school nurses, teachers, other school personnel, and parents/guardians to enhance cooperative action, which will meet the health and safety needs of students. Informs administrator and/or certified nurse of any unusual student health concerns or circumstances as they occur.
- Provides health services and counseling in an effective and positive manner to enhance the health and wellness of the school community.
- Maintains confidentiality regarding all school and health-related issues. Informs teachers and staff of students' health conditions on a need-to-know basis.

- The Health Specialist (certified nurse) reports on the medical and attendance information, which may be important to the academic/behavioral performance of the student being evaluated. Obtains the health history from the parent, does the vision and hearing screening (if certified), enters the information into the special education electronic record system and presents the information at the student's IEP Evaluation Conference.
- Ensures that proper medical alerts are known to staff.
- Performs other health or school related work as required.
- Maintains contact with a professional nursing organization and utilizes continuing education opportunities to enhance professional knowledge.
- Participates as an active member of the school community, representing health and wellness.

To apply for this position please send resume, transcripts, credentials, and references to:

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