

# FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

## BOARD POLICY

### CLASSIFIED PERSONNEL

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#### SCHOOL NURSE

JD 4200.1

#### Definition

Under the general supervision of the District Nurse and Administration, to provide a variety of specialized health care services for students who are health impaired and/or have specialized health care needs, to administer first aid to students and staff; to maintain health service information and records; and to do related work as required.

#### Responsible to

Principal

#### Examples of Duties

1. Provides first aid care for students and staff who are ill or injured; administers emergency assistance such as CPR, or the Heimlich maneuver in emergency situations as necessary; assists students who have medically fragile conditions.
2. Provides a variety of general health care services such as: checking temperatures, blood pressure, assisting ambulatory and non-ambulatory students to the health office, restroom assistance, and other related services.
3. Performs a variety of specialized health care services such as catheterizations, oral suctioning, gastrostomy tube feedings, and use of testing kits and medical equipment.
4. Maintains a daily log of student medications administered, and of visitors to the health office and treatments rendered.
5. Maintains school health office in a safe and sanitary condition.
6. Notifies parents to arrange for transportation and/or care as appropriate.
7. Maintains current health files for assigned students including emergency cards, and obtains necessary health information from students, parents and/or guardians.
8. Completes student accident reports; follows up with students within 72-hours for status update.
9. Records student health information into a computerized database and performs routine clerical tasks associated with the school health office. Screen student records for proper immunizations; alerts parents of needed immunizations and maintain communication until records of immunization are provided. Medical exemptions.
10. Prepares a confidential health list in regards to potential life-threatening conditions for District Nurse and Administration.
11. Maintains inventory of health office supplies, coordinates, maintains, and distributes emergency backpacks, buckets, and first aid kits for every classroom, and provides triage care in the event of a disaster. Assists with the site's disaster response plan.
12. Assists District nurses and other health professionals in coordinating and conducting mandated screening services, and the control monitoring of communicable disease in the school and in the community.

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13. Communicates with parents, faculty and administration to provide information and discuss student health issues and provide up to date information regarding community health issues and new district policies regarding student health issues.
14. May assist in implementation of family education program.
15. Follows District Policy in assisting students who take prescribed medication.
16. Working in potentially hazardous health conditions.
17. Serve as the on-site Health Education Resource.

#### Qualifications Guide

##### Knowledge of:

1. CPR, other emergency health procedures and first aid techniques.
2. Health and medical terminology; documentation and abbreviations.
3. Health and safety regulations; including universal precautions.
4. Applicable sections of State Education Code and other applicable laws.
5. Specialized health care procedures for physically handicapped students.
6. Operation of medical equipment such as, but not limited to suction machines, catheterization equipment, gastronomy feeding tubes, wheelchairs and walkers.
7. Operate a variety of standard office machines.
8. Interpersonal skills using tact, patience and courtesy.
9. The English language: spelling, punctuation, and grammar.
10. Routine record keeping.

##### Training and Experience

Any combination equivalent to two years of college course work in nursing, physiology or related healthcare field; two years of nursing experience; or any combination of training and/or experience that could likely provide the desired knowledge and abilities. Willing to take additional training to treat specific medical conditions to permit students to effectively participate in instruction.

Required to attend mandatory ongoing training.

#### Working Conditions

##### Environment

1. School Environment
2. Constant interruptions

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#### Physical Abilities

1. Hearing and speaking to exchange information
2. Seeing to perform first aid duties
3. Dexterity of hands and fingers to operate assigned machines and medical equipment
4. Walking and standing for extended periods of time
5. Lifting moderately heavy objects up to 50 pounds
6. Bending at the waist, kneeling or crouching
7. Carrying, pushing, or pulling to assist students in wheelchairs

**Licenses** Current California registration as a Licensed Vocational Nurse or Registered Nurse; First Aid certificate; CPR certificate; possession of a valid California Driver's License and reliable means of transportation.

Job Description Adopted: June 6, 2022