

	Huron School District #2-2	Code: GCA-18(N) Professional Staff Positions (Job Description of School Nurse)
	Policies and Regulations	

Appointment:

1. The annual period of service will be reflected in the contract.
2. The building principal will be the school nurse's immediate supervisor.

Duties:

1. He/she shall conform to the requirements prescribed by the Department of Education and SD Board of Nursing with regard to licensing and renewal.
2. He/she shall be responsible to the superintendent or his designee for the administration of school health in the district and coordinate with building principals.
3. He/she shall assess the health status of students by conducting periodic screenings and signs of child neglect and abuse.
4. He/she shall educate and serve as a liaison between students, teachers, parents, and community health care providers in relation to interpreting health problems, assisting in the utilization of professional resources, and interpreting professional recommendations to all concerned.
5. He/she shall participate in the planning, coordinating, and evaluating of health education activities with the curriculum coordinator and teachers. He/she shall serve as a consultant in health instruction of such topics as: nutrition, dental health, accident prevention, hygiene, environmental safety, smoking, drugs, CPR, sexually transmitted diseases, human growth and development, and others as requested.
6. He/she shall be available to provide emergency first aid assessment and treatment within the nurse's scope of practice and refer the injured student to the proper health facility as needed.
7. Assist in planning and maintaining a safe and healthful school environment.
8. He/she shall be responsible for requisitioning all first aid supplies and medical equipment, exclusive of the athletic department.
9. He/she shall collect immunization records on all registered students to ensure they are compliant with the State Department of Health (SDCL 13-28-7.1). Non-compliant students will be reported to the building principal and/or superintendent for further action.
10. He/she shall see that students with medical conditions have a medical flag and/or emergency action plan in DDN Campus. Both shall be kept current and shared with district personnel as needed.
11. He/she shall assess and provide education for teachers and parents in relation to students with chronic illnesses, i.e., seizure disorders, asthma, diabetes, orthopedic problems.
12. He/she shall make home visitations regarding health needs and problems as warranted by the pertinent school principal.

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13. He/she shall assist in the prevention and control of communicable diseases.
14. He/she shall conduct immunization programs, when needed, with the assistance of school personnel, community health nurse, local medical association, and State Health Department.
15. He/she shall keep informed of the current trends in health care.
16. He/she shall provide inservice health programs for teachers and other school staff through arrangements with building principals.
17. He/she shall conduct an ongoing evaluation of school health and make pertinent recommendations for improvement to the building principal and/or superintendent.
18. He/she shall maintain CPR certification.
19. Assumes other duties as may be assigned.