

THE HAVERFORD SCHOOL

Job Title: Substitute School Nurse
Date Modified: October 2021
FLSA Classification: Non-Exempt, Hourly
Responsible To: Director of the Health Center

Position Summary: The Substitute School Nurse would be utilized on an as needed basis. This position is responsible for carrying out the duties of our School Nurse, when the School Nurse may be absent. The position is responsible for educating students and staff about general health issues. This position attends to routine health needs of students and school personnel. This position also enhances the educational process of students by assisting them to maintain, improve, or adapt to their health status while contributing significantly to the attainment of the full health and educational potential of each student.

Essential Duties and Responsibilities

Health Care

- Ministers to routine health needs of students and school personnel
- Serves as a health advocate for the students and staff
- Identifies students with infectious conditions and in collaboration with school physician, and primary health care providers, authorizes exclusion and re-admission of students with infectious and contagious diseases in accordance with Montco OPH guidelines.
- Triage students and staff with an injury, illness or accident and provides appropriate intervention, following protocols, procedures and policies.
- Administers medication in compliance with School policy and State regulations

Safety

- Encourage compliance of universal precautions for students and staff
- Identifies and reports unsafe health conditions in the school setting.

Health Education

- Give individuals and/or group instruction and advice to students with special health needs and problems
- Advise teachers of specific health issues for students, which might impact learning

Record Keeping

- Maintain a daily record of all health office services
- Document the administration of all medications in accordance with School medication policy and State regulations
- Maintain comprehensive electronic health records for each student

Communication/Reporting

- Report to Director, parents, teachers, and counselors, information regarding student's health issues
- Collaborate with Director, School Physician and private Primary Care physicians (when necessary) regarding individualized nursing procedures and health related accommodations
- Counsel students, parents, and teachers pertaining to individual and/or group health issues
- Other duties as assigned

Minimum Acceptable Qualifications.

- Current license to practice as a registered nurse in Pennsylvania
- 2 years of experience in school, pediatric, or public health nursing
- Comprehensive knowledge of school health programs, philosophy, and objectives
- Current CPR certification combined with instructor certification
- Experience with school intervention and referral
- BS degree in nursing
- Technical skills including proficiency in electronic student health record management
- Strong organizational skills
- Effective communication skills; both verbal and written
- Ability to work effectively with other professionals