

**CAMDEN COUNTY EDUCATIONAL SERVICES COMMISSION**

**JOB DESCRIPTION**

**TITLE:**

School Nurse

**QUALIFICATIONS:**

Registered Nurse Certification  
CPR Training with recertification every 2  
years

**IMMEDIATE SUPERVISOR:**

Education Supervisor

**TERMS OF EMPLOYMENT:**

Ten-month position

**FUNCTION:**

To provide health services to all students & staff and foster positive student responses to normal development; promote health & safety. To intervene with actual and potential health problems; provide case management services; and actively collaborate with others to build student / family capacity for self management, self advocacy & learning (NASN 6/99).

**EVALUATION:**

Performance in this job will be evaluated annually in accordance with Commission policies, administrative directives.

## **MAJOR DUTIES AND RESPONSIBILITIES**

### **SCHOOL NURSE**

1. Plans and conducts screening examinations and health appraisals as established by the State of New Jersey (NJSA 18A:40-4).
2. Administers prescribed medication/treatment when necessary for students to attend school when present in the building.
3. Renders emergency care to ill and injured students & staff members, and arranges for an appropriate course of action (NJAC6:29-2.3). Report to County Health Dept. as required. Lecture to staff on communicable disease policies.
4. Observes and recommends exclusion of students who show evidence of communicable disease such as, but not limited to, Pediculosis, Scabies, Tinea, Capitis and Conjunctivitis as per the judgment of the nurse.
5. Serves as a consultant to the teaching staff and parents in the area of teaching health and/or safety in the maintenance of conditions which are conducive to the health and safety of the student body and staff.
6. Maintains student health records (NJAC.C 6:29-3.1). this is to include immunization records (NJAC 18:A 40-13, NJSA 26: 1A-9.1 & NJSA 25: 4-6).
7. Alerts building Principal and supervisor to factors in the environment contrary to health or safety.
8. Participates in the identification, referral & health appraisal for handicapped students with the Child Study Team (NJAC, 6:28 – 3.2).
9. Provides special health care and related services to meet the needs of handicapped students when present in the building. (P.L. 94-142 & P, L.93-112 section 504) .
10. In consultation with the supervisor, develops budget requests for the medical needs of the school and maintains an inventory of medical supplies.
11. Participates with other members of the staff in developing effective procedures for the operation and management of the Nurse's office and for following routine school procedures including setting goals for the health services program for nurses (NJAC 6:29 – 3.1).
12. Establishes and maintains appropriate student behavior in the Nurse's office, school buildings and school grounds and exercises due care for the health, safety and well-being of the students. In accordance with the philosophy and rules of the school.
13. Works toward professional growth and meets the role model standards of a health professional
14. Maintains cordial and workable professional and social relationships with other members of the professional and non-professional staff and with students, parents and community members.

15. Displays respect toward the rights and feelings of students, thereby encouraging students to develop attitudes of respect for the rights, feelings, opinions and property of others.
16. Confers, as necessary, with students and parents to foster a constructive student-nurse and parent-nurse relationship.
17. Gives proper attention to the care and protection of school property and uses materials economically.
18. Performs such other duties as may be assigned by the administrative staff.
19. Reports to the Commission and /or the Department of Health the results of Tuberculosis screening and immunization statues (NJSA 18A:40 – 19 & NJSA 18A:40 – 4.3).
20. Maintains awareness of safe procedures for handling of body fluids. Lectures to staff on Bloodborne Pathogens.
21. Prepares and distributes medical information to staff, assists in the counseling of students & staff members as needed.