

Job Description for a School Nurse in the Diocese of Fall River Catholic Schools

The school nurse is responsible for planning, implementing, coordinating and evaluating a school health program that promotes academic success and provides optimal nursing care to the school community. Responsibilities include program management, nursing services, collaboration, health education, and professional practice.

Qualifications:

- Must have a current, valid license to practice as a Registered Nurse in Massachusetts
- Bachelor of Science in Nursing, preferred
- Maintain certification in CPR/AED and First Aid from a recognized provider (ex. American Heart Association)
- Experience as a Registered Nurse in pediatrics, community or public health, or other relevant setting
- Experience with school-aged children, preferred
- Experience with electronic school health records and charting
- Excellent communication and organizational skills
- Ability to work both independently and as part of a team

Job Responsibilities:

- Demonstrates and applies current nursing knowledge in school practice while complying with NASN's Scope and Standards of Practice in School Nursing.
- Provides nursing assessment and medical care for students and staff in the case of injury or illness.
- Maintains comprehensive school health records and identifies significant health needs. Monitors for appropriate immunization and physical examination requirements in accordance with the Massachusetts Department of Public Health.
- Establishes a process to identify students at-risk for physical and psychosocial problems, communicates health needs to other school personnel as appropriate, and establishes a referral system using both internal and community resources.
- Maintains appropriate documentation including electronic school health records, daily logs, medication administration, accident/incident reports, and special needs encounters.
- Develops individual health care plans and modifications for students with special health care needs.
- Implements mandated school health screenings according to the Massachusetts Department of Public Health regulations. Initiates referrals when required, monitors for follow-up, and provides accommodations as prescribed by medical providers.
- Medication administration to students with parent/guardian and physician consent, while following Massachusetts medication administration protocols.
- Integrates health education in daily practice.
- Identifies the needs of students and staff and teaches health promotion and disease prevention as needed. Provides health education and counseling on an individual basis as needed to students, staff, and parents.

- Prepares regular written/computerized reports for the School Nurse Manager, the Massachusetts Department of Public Health and other relevant agencies.
- Communicates effectively with students, staff, parents, administrators, and physicians.
- Other duties as assigned by the Principal/Administrator or School Nurse Manager.

Requirements:

Upon employment, all school nurses are required to take four, mandated online trainings for school nurses. The trainings are: School Health Screening Training, SBIRT in Schools, Medication Administration in a School Setting: School Nursing Practice in Massachusetts, and Medication Administration in Schools: What School Nurse Managers Need to Know. More information will be provided by the School Nurse Manager.