

**JOB DESCRIPTION  
ADMINISTRATIVE REGULATION GCA-R SCHOOL NURSE**

**1:0 SCHOOL NURSE**

**2:0 LINE AND STAFF RELATIONSHIP**

2:1 The School Nurse reports to the Nurse Leader and to the Special Education Director.

**3:0 FUNCTIONS AND DUTIES – THE SCHOOL NURSE**

3:1 PROGRAM MANAGEMENT- Establishes and manages a comprehensive school health program consistent with the Massachusetts guidelines, regulations and statutes governing nursing and school health, and local school district policy.

3:1.1 Consults with the Nurse Leader and Special Education Director to establish, review and revise policies, procedures and specific programs for comprehensive school health education and services.

3:1.2 Works with others to develop a needs assessment and data collection procedures.

3:1.3 Organizes and implements state-mandated programs such as immunization surveillance and screening programs.

3:1.4 Promotes positive safety practices both within and outside of school buildings, and ensures that the school has an emergency plan which is communicated to personnel and students.

3:1.5 Maintains comprehensive school health records.

3:1.6 Collaborates with school administrators and personnel in assessing and improving the social and emotional climate of students and faculty; involves them in maintaining a healthful school environment.

3:1.7 Uses population-based data collection to plan and evaluate the school health program.

3:1.8 Prepares regular written reports for school officials and MDPH and other agencies describing the services provided by the program, number of students served, etc.; interprets school health services needs and the role of the school nurse to the school and community.

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- 3:1.9 Carries out communicable disease prevention and infection control based on current guidelines for universal precautions, prevention of bloodborne pathogens exposure and hazardous medical waste disposal.
  
- 3:2 NURSING SERVICES - Using the nursing process, collaborates with the parent/guardian and student, where appropriate, to develop and implement an individualized health care plan for the student.
  - 3:2.1 Collects information about the health and development status of the student, his/her family, and significant others, in a systematic and continuous matter including health and social histories, screening results, physical assessment, emotional status, performance level and health goals; makes home visits as needed.
  - 3:2.2 Develops a nursing diagnosis and care plan with specific goals and interventions delineating school nursing actions specific to student needs and coordinated with the efforts of other providers and school personnel; implements plans in a manner aimed at improving health and educational status.
  - 3:2.3 Provides medically prescribed interventions including medication administration (based on state regulations) and nursing procedures and provides nursing care to the chronically ill children on a daily basis.
  - 3:2.4 Responds to frequently encountered health issues, providing counseling and crisis intervention when required, e.g., adolescent pregnancy, substance abuse, death of a family member, suicide; responds to child neglect or abuse issues (as required by Massachusetts statute).
  - 3:2.5 Assesses student response to nursing actions in order to revise the data base, nursing diagnosis, and nursing care plan to determine the progress made toward goal achievement; documents pertinent information in student records or confidential nursing notes.
  - 3:2.6 Provides first aid to injured children and staff; provides everyday care of acutely ill children; manages children with communicable diseases.
  
- 3:3 COLLABORATION - Collaborates with other professionals, team members and community providers in assessing, planning, implementing and evaluating programs and other school health activities, so as to maximize and coordinate services and prevent duplication.

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- 3:3.1 Establishes a process to identify students at risk for physical and psychosocial problems, communicate health needs to other school personnel as appropriate and establishes a referral system using both internal and community resources.
- 3:3.2 Participates as a team member; shares information with other team members about children with special health care problems which affect learning and growth; acts as an advocate for the student and faculty when appropriate; attends Special Education Team Meetings.
- 3:3.3 Includes the student and parent in the team conference whenever possible and appropriate.
- 3:3.4 Identifies health-related needs for inclusion in the individual education plan.
- 3:3.5 Serves as a member of pertinent committees and teams, e.g., crisis, intervention team, support groups for grieving students, etc.
- 3:4 **HEALTH EDUCATION** - Assist students, families, and groups to achieve optimal levels of wellness through health education and promotion.
  - 3:4.1 Identifies need for health education; teaches the basic principles of health promotion and disease prevention to students and staff, using principles of learning and appropriate teaching methods.
  - 3:4.2 Assumes responsibilities for in-service programs for school personnel for first aid, emergency care procedures, and current health issues.
  - 3:4.3 Acts as a resource in health education to school personnel, students and families.
- 3:5 **COMMUNITY HEALTH PLANNING** - Participates with other members of the community to assess, plan, implement, and evaluate school health services and community health services which include the broad continuum of primary, secondary and tertiary prevention.
  - 3:5.1 Uses population-based data.
  - 3:5.2 Uses community resources for referral of students with unmet health needs, including the need for primary care provider; participates in the planning and implementation of new services.
  - 3:5.3 Interprets school health service needs and the role of the school nurse to the school and community.

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- 3:5.4 Uses the media to convey important health information and advocate for the role of the school health program in promoting the health of the student population.
- 3:6 **PROFESSIONAL PRACTICE** - Applies appropriate nursing theory as the basis for decision-making in the school setting while expanding knowledge and skills in response to the student health needs and participating in research.
  - 3:6.1 Demonstrates current knowledge in such areas as (a) professional issues in school nursing, (b) school and community health, (c) communicable disease control, (d) growth and development, (e) health assessment, (f) special health conditions, (g) injury prevention and emergency care, (h) health counseling, health education and promotion, (i) current adolescent issues.
  - 3:6.2 Assumes responsibility for continuing own education, obtains expert consultation, supervision and peer review as needed.
  - 3:6.3 Collaborates with local schools of nursing to provide student practice in community health, as well as to obtain nursing education resources.

**4:0 QUALIFICATIONS**

- 4:1 Must have a current Massachusetts license to practice as a Registered Nurse.
- 4:2 Hold a minimum of a baccalaureate degree in nursing from a college or university accredited by the National League for Nursing.
- 4:3 A minimum of two years of supervised nursing experience in community health or child health prior to entry into school nursing practice.
- 4:4 Work toward (and subsequently maintain) certification in school nursing, community health/public health nursing, family nurse practitioner, or pediatric/school health practitioner by a nationally recognized professional nursing organization.
- 4:5 School nurses hired after June 1993 are required to meet the certification requirements as developed by the Massachusetts Department of Education.
- 4:6 Maintain certification in cardio-pulmonary resuscitation and First Aid from a recognized provider, i.e., American Heart Association.

S.C. Received: 4/29/2010

