

**School Nurse – Job Description**  
**Blue Hill Consolidated School**

**4113**

32 hours per week: 4 -6.5 hour days and 1-6 hour day

Qualifications:

1. Appropriate Maine certification and licensure as a registered nurse
2. At least three years of experience in nursing, preferably in a school or public health setting.
3. Such alternatives to the above qualifications as the School Board may find appropriate

Reports to: Principal

Job Goal: To promote and protect optimal health conditions for students and staff

Responsibilities:

1. Administer school health services including physical assessments, immunizations, and screenings including, but not limited to, vision, and hearing.
2. Communicate with parents, school personnel, physicians, clinics, and other health agencies regarding school health and/or medical matters, including referrals for appropriate interventions.
3. Maintain current health records for all students, including health plans for those who need them, and adhere to FERPA guidelines at all times.
4. Plan, implement, and monitor school health management protocols, including the administration of medications for students with chronic health problems. These protocols should include medication administration and dealing with medical emergencies when the nurse is absent.
5. Provide emergency care for a student or staff member who suffers a serious injury or emergency illness during the hours the nurse is at school.
6. Consult with school staff to develop, implement, and assess the school health and wellness curriculum and programs, including serving as a resource and classroom teaching when necessary. Report all assessment findings to the principal.
7. Visit student homes when necessary and keep the principal informed of such visits.
8. Participate as a health specialist on the Pupil Evaluation Team when requested by the principal or Special Education Director.
9. Help review, revise, and implement school health policies, procedures, standing orders, and health forms, including exclusion and re-admission of students with infectious and contagious diseases.
10. Perform other tasks and assume other responsibilities as assigned by the principal.
11. Maintain high standards of professionalism and confidentiality.
12. Prepare yearly budget and maintain adequate inventory of school health supplies.
13. Perform other tasks which the Principal may assign.

Adopted: Blue Hill School Committee – September 8, 1999

Amended: Blue Hill School Committee – June 10, 2015

Amended: Blue Hill School Committee – March 9, 2016