

SCHOOL NURSE

Position Goals:

The school nurse at Bishop Guertin High School plays a vital role in providing the emergency care necessary in the day to day operation of an educational institution. Additionally, the school nurse provides for awareness within the Bishop Guertin community of health and wellness issues and assists students to recognize and cope with the stages of their physical growth.

Qualifications:

- Three to five years' experience in a similar position in which good health care and interpersonal skills have been demonstrated.
- Experience with the health concerns of children and adolescents.
- Licensure as a Registered Nurse (RN) in the State of New Hampshire (or equivalent).

Desirable Traits and Attitude:

- Conducts oneself in a positive and ethical manner.
- Demonstrates initiative.
- Works collaboratively with all members of the school community within the mission and the Charism of the Brothers of the Sacred Heart.
- Demonstrates leadership in the areas of health and preventative care.
- Respects the values of confidentiality in the case of students, reporting all cases involving the health and safety of a child.

Supervision:

- The school nurse reports to the Dean of Student Formation.
- The school nurse is overseen in practice by the medical director appointed by the school.

Terms of Employment:

- All salaries, benefits and terms related to the position are specified in the contract.

Major Duties and Responsibilities

General Responsibilities:

- Provide daily emergency and preventative medical care through:
 - Referrals
 - Guidance
 - Other medical/health services, as appropriate
 - Information sessions
- Maintain all student health records including medications, clinic reports, and examinations.
- Coordinate emergency medical plans with school administration.
- Communicate medical and emergency information to appropriate BG community members.

Specific Responsibilities:

- Coordinate with administration special activities that will teach and encourage wellness.
- Maintain health room, clinics and first-aid cabinet in an orderly manner.
- Maintain a daily log of student medical activities.
- Maintain a supply inventory.

- Maintain student health records according to state regulations.
- Return student health records to departing seniors.
- Update current emergency information files as needed.
- Notify parents and attendance officer of any change that occurs in a student's attendance due to medical reasons, during the school day.
- Notify teachers with consent from parents, private counselors or school counselors about a student's special medical condition.
- Provide assistance in planning for emergencies that may occur before, during or after school hours.
- Provide medical care for the entire school community.
- Refer for follow up care when appropriate.
- Act as the team coordinator for emergency care within the school facility including the training of faculty, staff and students in specific skills.
- Meet with students who have been absent over an extended period of time due to illness or injury.
- Make an appropriate decision concerning transporting an injured or disabled individual to the hospital.
- Maintain privacy of information concerning treatments, records, referrals, etc.

Evidence of Performance:

- Accurate logs of all medical services provided.
- The provision of timely medical care.
- Maintenance of all medical records accurately, respecting the privacy of all those involved.
- Maintenance and training of emergency team members including professional updating of the nurse and other related staff.
- Participation in health and safety areas including emergency planning, health and wellness programs and other programs as necessary.

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