

**PIONEER CAREER AND TECHNOLOGY CENTER
27 RYAN ROAD
SHELBY, OHIO 44875**

**JOB DESCRIPTION
FOR
SCHOOL HEALTH NURSE**

QUALIFICATIONS: The school health nurse shall be a registered nurse who is knowledgeable of school health services. The nurse will be qualified to provide emergency care for injury and sudden illness.

RESPONSIBLE TO: Assistant Director

GENERAL DUTIES: The nurse will act as Early Childhood Education consultant (under the public school pre-school grant guidelines) and as a school nurse for career/technical students and staff at Pioneer

A. SCHOOL CLINIC

1. Provide emergency care for school injuries and sudden illnesses and notifying parents if student needs to leave school or further treatment is needed.
2. Order, maintain and keep inventory of clinic supplies and equipment.
3. Identify and report cases of suspected child abuse.
4. Obtain yearly medical "standing orders" from the Mansfield/Ontario/Richland County Health Department.

B. SCHOOL HEALTH AND RECORD KEEPING

1. Collect, examine and file emergency medical forms.
2. Maintain a log of students seen in the clinic each day. Initial and time student's planner when they return to class.
3. Make accident/injury reports and file with the Director of Operations when the injury requires medical treatment.
4. Counsel and educate Pioneer staff involved with a specific student regarding details of the student's health concerns.
5. Maintain confidentiality of student and staff health records.
6. Develop student Emergency Action Plans as necessary
7. Review immunization records and prepare state report.
8. Vision & Hearing Screening for 11th graders and report to Ohio Department of Health.

C. EARLY CHILDHOOD EDUCATION CONSULTANT

1. Provide emergency care for infant, toddler and preschool children.
2. Review children's charts for current immunizations and physical examinations.
3. Review screening results and notify parents if appropriate. Assist the case manager with cases that need further intervention.
4. Screen preschool children for symptoms of communicable disease. Provide information and notify parents as appropriate.
5. Provide communicable disease class for Early Childhood Education junior students for their child care certification.
6. Present information on medical policies, immunizations, screenings and communicable diseases at preschool parent orientation meetings.
7. Serve as a member of the Early Childhood Education Advisory Committee.
8. Vision & Hearing Screening and report to Ohio Department of Health.

D. HEALTH, WELLNESS AND SAFETY PROGRAMS

1. Coordinate the health program for Pioneer staff.
2. Counsel, educate and provide health screenings for staff.
3. Serve as a member of the Pioneer Health and Safety Committee.
4. Order and administer Hepatitis B vaccine to Pioneer staff and maintain vaccination dates and declinations according to school policy.

E. STUDENT TUBERCULIN SKIN TESTING

1. Order and administer Tuberculin skin tests to the Medical Academy & Early Childhood education junior students prior to clinical experience. This includes obtaining parental permission and maintaining records.

G. TRANSPORTATION

In case of emergency illness or injury, 911 will be contacted for transporting student or school employees to medical facilities. Student who are excluded from school due to illness will have their parent or guardian contacted to arrange transportation home.

- H.** Perform other duties as assigned by the Superintendent and/or his/her designee.