

The Meadowbrook School of Weston

SCHOOL NURSE

JOB DESCRIPTION

SUMMARY

Provides health care services to students and assist the Director of Health Services

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in the planning of school health program consistent with MA guidelines, regulations and statues governing nursing and school health practices in cooperation with headmaster, school physician, school administrators and Director of Health Services.
- Knowledge of and understanding of Meadowbrook's Standing Orders as written by the school physician.
- Manage student health needs, including, triage and assessment, as well as limited assessment and referral for adult staff.
- Provide emergency services to and coordinate transportation or those who are sick or injured and in need of emergency treatment.
- Administer prescribed and over the counter medications in accordance with Meadowbrook's Medication Policy and in strict compliance with all state regulations.
- Implement communicable disease prevention and infection control methods based on current guidelines for universal precautions of blood borne pathogen exposure.
- Possess knowledge, understanding, and experience in the use of PPE and infection control.
- Assist in maintaining accurate up-to-date physical and immunization records for all students.
- Initiate referrals for routine and specialty care for students with suspected health concerns.
- Properly document all treatment of students and administering of medication in daily logs as required, as well as maintain confidential student records.
- Respond to child abuse or neglect as required by MA statue.
- Serve as a resource to parents, students, faculty/staff and administration for issues pertaining to health.
- Take on all duties of the Director of Health Services in their absence.
- Perform other duties as assigned.

QUALIFICATIONS:

- Valid MA R.N. license.
- Valid CPR/AED certification
- Bachelors of Science degree in Nursing, BSN.
- Possesses a strong clinical background in pediatric and adolescent health care, and knowledge of public health laws and regulations that are specific to school health in MA.
- Ability to work independently and collaboratively as part of a team.
- Must have strong interpersonal skills and ability to work effectively with a wide range of constituencies in a diverse community.
- Excellent verbal and written communication skills.
- Possess strong computer and database management skills.