

## **Nurse**

Marblehead Community Charter Public School

17 Lime Street

Marblehead, MA

230 Students in Grades 4-8

Full time Position

Contact: Peter Cohen - Head of School

781-631-0777

- Provide first aid to injured children/adults; provide everyday care for acutely ill children; manage children with communicable diseases.
- Provide nursing care to students and staff based on the nursing process.
- Manage medication administration in compliance with state regulations and school policies and procedures.
- Identifies the need for and develops comprehensive nursing care plans for students as needed.
- Collects information about the health and developmental status of the student in a systematic and continuous manner including health and social histories, screening results, physical assessment, emotional status, performance level and health goals.
- Responds to frequently encountered health issues, providing counseling and crisis intervention when required; responds to child neglect or abuse issues.
- Documents pertinent information in student records or confidential nursing notes.
- Communicates with parents, school staff, and nursing colleagues in a timely manner.

### COVID Liaison

- Conducts contact tracing, as needed following notification of positive COVID cases
- Gathers vaccination data for students and staff
- Serves as point of contact for parents of close contacts and positive cases
- Shares COVID data with DESE, as required
- Stays current with DESE guidance

### Program Management

- Maintains comprehensive school health records for each student.
- Collects and interprets schoolwide data to evaluate the school health program.
- Promotes positive school safety inside and outside school and ensures it is communicated to staff, students, and parents.
- Prepares written reports to MDPH describing services provided, numbers of students and staff served, immunization compliance and interprets such reports to the school and community.
- Prepares reports for school administration.
- Carries out communicable disease prevention and infection control based on current guidelines for universal precautions, prevention of blood-borne pathogens exposure, and hazardous medical waste disposal.
- Collects and maintains with confidentiality staff emergency health information and contact cards

### Collaboration/Community Health Planning

- Collaborates with administrators and personnel in assessing and promoting social and emotional climate of the student body and faculty.
- Serves as a team member on the Wellness Team (School Nurse, School Psychologist, School Counselor)

- Collaborates with physicians to provide optimal wellness and academic achievement.
- Consults with school administrators and personnel to establish, review, and revise school health policies, procedures, and specific programs for comprehensive school health services.
- Collaborates with parents on individual health related needs and communicates health needs to other team members about children with special health care problems which affect learning.
- Acts as an advocate for the student and family when appropriate, attends Special Education meetings when needed.
- Identifies and assists underserved students and staff in referral for health insurance, primary care providers, and community resources.

Health Education

- Acts as a resource in health education to school personnel, students, and families.
- Teach Health Class to each advisory
- Communicates with faculty, staff, and parents as needed using the school newsletter, notices sent home, email, and/or the school website.
- Trains faculty annually on epi-pen use, allergies, defibrillator, etc.

Professional Practice

- Seeks expert consultation, supervision, peer review as needed.
- Maintains current nursing license and DOE certification.