



Pickens County Board of Education Job Descriptions

SCHOOL NURSE

TITLE/POSITION

RETIREMENT:	Teacher Retirement System of Georgia
TERMS OF EMPLOYMENT:	182 Days
REPORTS TO:	Principal/Designee
QUALIFICATIONS:	R.N. or L.P.N.
EVALUATION:	Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES:

- Assess situations and render care to students to provide limited, immediate short term care to students with an injury or illness until parents or designated persons can be notified and assume responsibility for the sick or injured student while following school policy about contacting parents and releasing students.
- Maintain updated, accurate health records and emergency information on all students in your school.
- Target students with special health needs including but not limited to medical procedures and chronic illnesses.
- Dispense medication in accordance with guidelines.
- Maintain the dignity, privacy, and confidentiality of students.
- Keep daily log of all clinic visits, medications dispensed, and actions taken.
- Assist in collecting information relative to developing individualized Health Care Plans for students with medical needs.
- Keep a clean and orderly health clinic.
- Properly dispose of biohazardous materials, sharp items, and unused medications according to the standards set forth in the Occupational Safety and Health Organizations (O.S.H.A.).
- Ensure adherence to good safety procedures.
- Maintain medical supplies in clinic.
- Wear professional attire and identification badge while on duty.
- Attend the continuing education updates and participate in training programs to increase skills and proficiency related to the assignment.
- Serve as a contact for hearing, vision, and scoliosis screenings.
- Review current developments, literature, and technical source information related to job responsibilities.
- Assist in identifying needs for health education opportunities.
- Observe Universal Precautions while teaching/showing others to do the same.

- Report communicable diseases to principal.
- Consult with administrators about the specific actions to be taken in the event of a health care emergency.
- Nursing actions will be in accordance with the scope of practice of the Georgia Board of Nursing, federal and state laws, as well as Board policies.
- Perform other duties as assigned.