

LOCAL DISTRICT CLASSIFICATION PLAN

SUMMARY CLASS TITLE: LICENSED PRACTICAL NURSE/SCHOOL NURSE

BASIC FUNCTION:

Administer first aid according to established procedures; conduct a variety of health screenings; prepare and maintain accurate student medical records.

REPRESENTATIVE DUTIES:

- Administer first aid or nursing care for accidents, seizures, preventive medicine and other educational-related medical problems; provide CPR and first aid to student/employees as needed.
- Conduct height, weight, vision, and other health screenings as required; provide screening for head lice and observe students on a regular basis to detect health needs.
- Refer students to appropriate personnel, resources or clinics and follow-up as necessary.
- Maintain health records and medical logs; update immunization and student records as needed.
- Prepare and submit monthly report of students served to RN
- Provide periodical medical reports for appropriate organizations or District personnel and assure compliance with established laws and regulations.
- Dispense and retain medication and perform medical treatment in accordance with physician's instructions within District guidelines and the LPN's scope of practice.
- Communicate with various community health agencies and civic organization to exchange information, coordinate activities and obtain student needs such as medication, glasses, hearing aids and clothing as needed.
- Assist the RN with training for students, parents and school staff as required.
- Provide information and make recommendations to principals, substitutes, teachers and parents regarding health issues of students.
- Make home visits as required; authorize re-admission to school.
- Maintain stock of first aid supplies; assure medical equipment is in proper working condition; notify RN when to order supplies and equipment as needed.
- Participate in screening for health defects and sanitary conditions in schools.
- Maintain current knowledge of medical advances and information, public health issues and treatment procedures.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- First aid, CPR and nursing practices and procedures.

- Various health-screening practices, procedures and techniques.
- Oral and written communication skills.
- Record-keeping techniques.
- Policies and objectives of assigned program and activities.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- HIPPA and Confidentiality laws

KNOWLEDGE OF - continued:

- Contagious diseases.

ABILITY TO:

- Administer first aid according to established procedures.
- Conduct variety of health screenings.
- Prepare and maintain accurate student medical records.
- Make referrals and perform follow-up.
- Maintain medical equipment in proper working condition.
- Understand and follow written prescriptions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain current knowledge of technological advances in the field.
- Complete work with many interruptions.
- Determine appropriate action within clearly defined guidelines.
- Observe health and safety regulations.
- Operate within an LPN's scope of practice daily.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation as a Licensed Practical Nurse and one year comprehensive nursing experience.

REPORTS TO:

District Health Coordinator/ Building Administrator/ Director of Student Services

LICENSES AND OTHER REQUIREMENTS:

Valid Kentucky driver's license.

Valid Kentucky Board of Nursing license.

TERMS OF EMPLOYMENT:

Salary and work to be established by Owen County Board of Education

EVALUTION:

Performance of this position will be evaluated in accordance with Owen County Board of Education policy.