

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Union

SCHOOL HEALTH PROFESSIONAL

Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Currently Licensed Practical or Registered Nurse, CNA, CMA or approved medical training
- Have valid Cardiopulmonary Resuscitation (CPR) and First Aid certification prior to contact with students

Performance Responsibilities:

- Provide first aid for injury or sudden illness of a student in order to minimize further injury while the student is present in the school environment
- Administer first aid to ill or injured students, according to American Red Cross standard first aid and/or emergency instructions as approved by the Health Department and school administration
- Notify the principal or appropriate staff member and parent/guardian when students are ill or injured
- Remain with and give comfort to the ill or injured student until released to the parent/guardian
- Offer comfort measures to students with minor discomforts
- Document procedures carried out on the Daily Log Form
- Do routine follow-up of minor health problems
- Assist in the administration of medication to students according to Florida Statute 1006.062, District School Board Policy 4.57 for administration of medication, and the medication procedure contained in the District Clinic Manual
- Dispense the weekly sodium fluoride mouth rinse for students in elementary schools
- Initiate accident report forms and maintain confidentiality at all times. Any breach will mean immediate dismissal
- Maintain a clean, orderly and efficient clinic; order clinic supplies
- Review all health records on all students admitted, such as immunizations, physical exams, allergies, etc.
- Maintain up-to-date health records on each student; track requests sent home, such as immunization, pedulosis, EM cards, etc.
- Assist the County Health Department School Nurse Coordinator in carrying out a School Health Service Program designed to promote, maintain and improve the health of students
- Code and report services
- Conduct health screening procedures as directed by the County Health Department School Nurse Coordinator such as vision, hearing, height, weight, scoliosis and pediculosis screening
- Designate those students who perform unsatisfactorily on the screening examinations to be re-examined by appropriate sources

- Observe and report to the County Health Department School Health Nurse Coordinator and/or guidance counselor and/or school administrator any unusual physical or behavioral finding of a student
- Attend training sessions for new clinic personnel and annual pre-school health workshops (compulsory) and Medication Administration Training
- Complete a period of supervised practice of clinic procedures under the direction of the Director of Exceptional Student Education and Student Services, the length of such practice may vary depending upon capability and prior experience; a record of supervised practice will be maintained by the School Nurse Coordinator, and when completed, submitted to the principal and the Supervisor of Student Services
- Perform other duties as assigned by the principal and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the principal and/or designee

Evaluation:

Annual evaluation done by principal and/or designee

Terms of Employment:

10-month employment

Salary:

Salary based upon approved salary schedule - Noninstructional Level G

Job Code:

61330

Board Approved: 08/07/01

Revised: 01/20/09, 05/18/10, 05/17/11, 07/31/12, 06/10/14