

**LONG HILL TOWNSHIP PUBLIC SCHOOLS  
SCHOOL NURSE JOB DESCRIPTION**

**TITLE:** School Nurse

**QUALIFICATIONS:** As required by the State Board of Education

**REPORTS TO:** Principal

**JOB GOAL:** To promote the physical health and safety of the school population

**PERFORMANCE RESPONSIBILITIES:**

Recommends policies and procedures for health services.

Maintains up-to-date health records for students (and staff, if necessary).

Maintains confidentiality of health records and complies with HIPAA regulations.

Provides testing for health information. i.e., tuberculin screening, physical examinations, etc.

Provides first aid to children, as required.

Plans a program of study that meets the individual needs, interests and abilities of students, as much as possible, if applicable.

Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of students, if applicable.

Guides the learning process toward the achievement of district/school goals and, in harmony with the goals, establishes clear objectives for all learning activities, lessons, units, and projects to communicate objectives to students.

Employs instructional methods using available materials that are most appropriate for meeting stated objectives.

Identifies students with learning/behavioral problems and seeks the assistance of principal and/or district specialists as required.

Confers with students and parents in reference to health procedures.

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Complies with and assists the administration in implementing all policies and/or rules, including, but not limited to those governing student activities and conduct, develops reasonable rules of classroom behavior and procedures, and maintains order in a fair and just manner.

Plans and supervises purposeful assignments for teacher aide(s) and/or volunteer(s), if applicable.

Maintains and improves professional competence through appropriate continuing education.

Attends staff meetings and serves on staff committees as required.

Distribute medications to students. Observe for potential side effects.

Testing blood sugars and distributing insulin for children with diabetes. Also observe and be prepared to treat serious complications from high or low blood sugars.

Observe and treat students with asthma. Evaluate lung sounds so proper judgment may be made for treatments and follow-up.

Observe and treat the possibility of anaphylactic reactions to bee stings or food allergies.

Evaluating all injuries that occur on school property, be it students or staff, treating with proper nursing judgment and referring when needed.

Evaluating all potential problems that come through the Health Office. These problems may include child abuse or neglect or other family issues. The nurse is expected to make the proper referrals.

Evaluate the health records of all incoming students to verify compliance with immunization requirements.

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Effectively carries out all professional responsibilities, including performance objectives, as assigned.

All other duties or tasks assigned by the supervisor which are appropriate and applicable to the job responsibility.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Personnel.

**Reviewed and readopted: June 11, 2012**  
**Adopted first Reading: October 8, 1979**  
**Adopted Second Reading: November 12, 1979**  
**Updated: October 2004**