

TITLE

NURSE, STAFF - PRESCHOOL, CHILD DEVELOPMENT CENTER

MINIMUM QUALIFICATIONS

- A. Credential
 - 1. Health and Development Credential, Designated Services Credential with specialization in School Health or Ryan Credential
 - 2. Valid California Registered Nurse License
 - 3. School Audiometrist Certificate (may be obtained while working under supervision)
- B. Education
 - Sufficient to meet credential requirements
- C. Experience
 - At least one year successful professional nursing experience
- D. Personal
 - Ability to meet District standards of physical and mental health, professional attitude and leadership ability
- E. Other
 - Valid Driver's License and provide a motor vehicle

KNOWLEDGE AND ABILITIES

- A. Knowledge of education, health education, community health, sociology or related areas
- B. Have working knowledge of office procedures
- C. Knowledge of community health agencies, allied health professionals
- D. Knowledge of federal, state and local health regulations concerning students
- E. Ability to communicate effectively with persons of limited English speaking ability

DUTIES AND RESPONSIBILITIES

- A. Management Area
 - 1. Conduct a comprehensive health program involving the preschool child, parents or guardian, and other members of the family. The program is designed for the evaluation, improvement and protection of the health of the pupils in accordance with state and District policies. Primary function of the professional school nurse is to strengthen the educational process through improvement of the health status of children
 - a. Complete developmental history on each child noting any health deviations within the family which may reflect on the well being and health of the child
 - b. Appraise pupils noting suspected deviations
 - c. Refer the child for a complete physical examination
 - d. Administer mandated screening tests including follow up

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Duties and Responsibilities

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- e. Maintain a pupil health record for each pupil which includes the medical examination report and follow up, immunizations, individual health problems and family problems which may affect the health of the child
 - f. Order health services supplies for each room; maintain orderly storage area
 - g. Compile and forward monthly reports of services rendered to the Director of Health Services
 - h. Assist in planning for the care of pupils and school personnel who become ill or injured; review all emergency cards and note health conditions; see to the preparation and distribution of first aid kits for selected classrooms and field trips; administer first aid; provide for medications at school in accordance with established Board of Education policies
- B. Relationships
- 1. Nurse-pupil
 - a. Assist persons responsible for child's health to use appropriate resources (community agencies)
 - b. Conduct an ongoing health education program in classroom with pupils, teachers and teacher aides
 - c. Maintain working relationships with the elementary school nurse
 - 2. Nurse-staff relationship
 - a. Encourage continuous teacher observation and referral
 - b. Serve as a health education resource person to staff and pupils
 - c. Conduct health instruction in the classroom with students, teachers and teacher aides
 - d. Inform teachers of health deviations of pupils
 - e. Recommend classroom adjustment to meet pupil's needs
 - f. Provide first aid instruction to teachers and teachers' aides
 - g. Assist in maintaining environmental sanitation and safety standards
 - 3. Nurse-parent relationship
 - a. Assist parents in obtaining required immunizations
 - b. Provide health counseling services for parents and school personnel
 - c. Notify parents regarding illnesses, physical defects and potential health problems and provide health counseling
 - d. Make home visits as necessary
 - e. Initiate health education parent meetings
 - 4. Nurse-community relationships
 - a. Participate in the formation of procedures for the control of communicable disease in compliance with State and County Health Department regulations. Inform school personnel, parents and pupils regarding these regulations
 - b. Aid in creating awareness of health services in the community
- C. Professional Attitude, Responsibility, and Participation
- 1. Professional Growth
 - a. Participate actively in professional teacher and nurse organizations
 - b. Attend inservice educational programs and college classes in order to keep abreast of the new developments in health care and health education

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Duties and Responsibilities

(continued)

- 2. Adaptability
 - a. Have a working knowledge of federal and state programs which pertain to area of service

ACCOUNTABILITY

- A. Persons to whom responsible
 - 1. Director, Child Development Centers
 - 2. Coordinator, Preschool
 - 3. Director, Health Services
- B. Evaluators
 - 1. Director, Child Development Centers
 - 2. Coordinator, Preschool
 - 3. Director, Health Services
- C. Persons responsible to Staff Nurse - Preschool, Child Development Center
 - Health Aides

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