

**Cabell County Schools  
Job Description**

**Position:** School Nurse

**Supervisor:** Director of Student Support

**Salary:** As per Cabell County pay schedule

**Length of Employment:** 200 Days

**Location:** Central Office/Multi-Schools

**Job Goal:** To strengthen the educational process through the improvement of the health status and learning of students in accordance with the  
\* "STANDARDS OF SCHOOL NURSING PRACTICE"

**Qualifications:**

- Hold a minimum Nursing Diploma/Associate Degree in Nursing or Bachelor of Science in Nursing (BSN) preferred- If not BSN, be enrolled in a baccalaureate nursing program to be completed within 5 years
- Holds or qualifies for a West Virginia Professional Student Support Certificate endorsed for School Nurse
- Hold a valid West Virginia License for Registered Nurse
- Preferred minimum of 5 years nursing experience
- Substitute School Nurse ONLY: Holds Associate, RN, or BSN and license to practice as a registered nurse in the state of WV

**Responsibilities:**

1. Inspect and record completed immunizations in WVEIS and WVSIS, in compliance with the West Virginia State law.
2. Keep accurate health records on all children and assist other school personnel in interpretation of data in WVEIS.
3. Comply with health and screening regulations as mandated by WV State Law, WV Department of Education regulations and county policies.
4. Make referrals when necessary on vision and hearing inadequacies.
5. Provide health information and/or screening for school personnel upon request.
6. Serve as a resource person to school personnel in matters of health instruction.

7. Collaborate with fifth grade teachers in meeting health related objectives for the Family Life Program.
8. Maintain and promote confidentiality within the legal, regulatory and ethical parameters of health and education.
9. Instruct and supervise designated personnel in performance of specialized health procedures.
10. Provide instruction in CPR and First Aid for selected personnel and others as indicated.
11. Exclude children suspected of harboring communicable disease until diagnosed and treated by a physician.
12. Instruct students and school personnel in effective methods of controlling spread of communicable disease.
13. Administer first aid to injured or ill students.
14. Assist in setting up action plan for chronically ill students who may have emergencies while in school.
15. Design, implement and monitor procedures for safe administration and storage of all medications.
16. Inspect and order yearly first aid supplies and arrange for restocking depleted items.
17. Write and assist in implementation of individualized health care plans as appropriate.
18. Attend IEP, SAT, or 504 meetings as requested and writes health components of the Individualized Educational Program for their students at their assigned schools.
19. Attend and participate in conferences and workshops in health-related topics as directed.
20. Maintain current knowledge of health issues by reading current professional literature.
21. Promote independence and healthy life styles of the students and staff members.
22. Communicate effectively with teachers regarding health-related matters or needs of individual students.
23. Utilize evidence based practices when providing nursing care for the school aged child. Uses a variety of resources to make recommendations for continuing medical care.
24. Provide school nurse services to assigned schools and on a needed basis to any school in the county.
25. Must be able to travel throughout the school day as needed.
26. Work cooperatively in sharing responsibilities with nursing team.
27. Communicate effectively with school administrators and staff regarding health programs and policies.
28. Collaborate with state and local agencies, i.e., state and local health departments, Department of Human Services, physician, etc.
29. Demonstrate ability to work independently without direct supervision.

30. Performance evaluation of this nursing position will be conducted in accordance with the State Policy 5310 for the evaluation of school employees.

**\*STANDARDS OF SCHOOL NURSING PRACTICE**

**Standard 1: Assessment**

**Standard 2: Diagnosis**

**Standard 3: Outcome Identification**

**Standard 4: Planning**

**Standard 5: Implementation**

**Standard 5a: Coordination of Care**

**Standard 5b: Health Teaching and Health Promotion**

**Standard 6: Evaluation**

**Standards of Professional Performance for School Nursing**

**Standard 7: Ethics**

**Standard 8: Culturally Congruent Practice**

**Standard 9: Communication**

**Standard 10: Collaboration**

**Standard 11: Leadership**

**Standard 12: Education**

**Standard 13: Evidence-based Practice and Research**

**Standard 14: Quality of Practice**

**Standard 15: Professional Practice Evaluation**

**Standard 16: Resource Utilization**

**Standard 17: Environmental Health**

**Standard 18: Program Management**

Revised 10/20/17