

GARDEN GROVE UNIFIED SCHOOL DISTRICT

Office of Personnel Services CERTIFICATED JOB DESCRIPTION

Nurse, K-12 Schools

Under the general supervision Director of Student Services and the direct supervision of the principal, the school nurse will provide services which focus on education, prevention, early detection, and correction of health problems, thus strengthening the educational process by improving and protecting the health of the children.

Duties and Responsibilities:

1. Provide Diabetic care- ensuring diabetic supply stock, staff training for daily/emergency care, care plan, blood sugar monitoring, special meal, and contacting physician with abnormalities at school
2. Provide Seizure care- train staff for emergency care, ensure family is connected to appropriate care, and contact doctor when seizure occurs in school
3. Assist students with: severe allergies by having Epi-Pen and/or Benadryl and a special meal at school; asthma by having an inhaler at school and informing parents of the importance
4. Perform vision/hearing screening for state mandated grades (K, 2nd, 5th, 8th, 10th) and dental screenings for kindergarten
5. Perform vision/hearing screenings for all new students to the school and follow up on referrals and re-refer if needed
6. Record and review immunizations ensuring all immunizations are up to date and student is connected to care for their health condition and follow up with immunizations when they are due
7. Complete IEP Health Assessment reports for all initials/triennials in Special Education and attend IEP meetings to share findings
8. Provide annual health updates for students with major health conditions in Special Education
9. Ensure school is prepared and trained for incoming students with complex health needs
10. Initiate 504 Plans, evaluated for 504 Plans, and attend 504 Plan meetings
11. Provide Epi-Pen training/program management
12. Respond to public health emergencies
13. Advocate for IEP Services based on student's diagnosis
14. Assist students/families in navigating the health care system
15. Consult with teachers/staff regarding student health conditions and their impact in school
16. Create inter-agency referrals for parents to give to their healthcare provider and follow up as needed
17. Initiate care plans by staff training for students with complex health problems (pacemaker, tracheostomy, g-tube, seizures, Epi-pens, hearing aids)
18. Gather health updates for complex health problems either through parent or contacting doctor directly
19. Generate health problems lists for staff
20. Observe and assess for potential health conditions
21. Provide resources to students/families regarding low cost medical care and community support
22. Ensure right medication is prescribed to student by contacting doctor for issues
23. Ensure students understand how to use their prescribed medication
24. Assist in home visits for health concerns
25. Address teacher referrals for potential health issues
26. Evaluate health for Pre-SST and/or SST meeting
27. Attend parent meetings as needed

Revised: 2/18
9/17
4/87

JV:jr