



## SUBSTITUTE SCHOOL NURSE

### Job Overview

The job of a substitute Nurse was established for the purpose of supporting the school nurses and school staff/faculty in the absence of the school nurse in assessing the health needs of students, following emergency care plans and individual health plans. Complying with the laws relating to student health, including parental and guardian consent; providing appropriate care of ill, medically fragile and/or injured students; providing health information and serving as a resource to parents, teachers, staff, and administrators; and identifying health problems for referral for proper treatment.

This job reports to the Health Services Coordinator & School Site Principal.

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### Essential Functions

- Provides nursing services in district schools in the absence of the school nurse due to COVID-19 quarantine or isolation.
- Provides nursing support to the Health Services department in collaboration with the Williamson County Health Department for COVID-19 contact tracing.
- Administers first aid to staff/students, medication, and specialized medical treatments for the purpose of providing appropriate care for ill, medically fragile, and/or injured children in accordance with State laws and District policies.
- Assists with state mandated annual health screenings (e.g. vision, dental, hearing, etc.) for the purpose of referring medical conditions and/or providing appropriate care of ill, medical fragile, and or injured children.
- Assesses situations involving students' safety, abuse (physical, sexual, drug, etc.) and other health related issues for the purpose of identifying problems, referring for proper treatment, and complying with legal requirements.
- Collaborate with parents, students, teachers, staff, health care providers, and/or public agencies for the purpose of promoting and/or securing student health services, providing information, and complying with legal requirements.
- Ability to perform skilled nursing procedures such as catheterizations, suctioning, gastrostomy tube feedings, insulin administration, and nebulizer treatments.
- Follows individual student health care and emergency care plans for students with special care needs for the purpose of providing direction to site personnel and/or implementing directions provided by parents and/or physicians.
- Respects student's confidential files and records (e.g. health care plans, agency referrals, accident reports, immunization records, etc.) for the purpose of providing information required by legal requirements and professional standards.



- Maintains contact with parents/guardians for the purpose of advising them of changes in student health and/or recommending further medical and/or emotional intervention.
- Monitors students referred for illness and/or injury for the purpose of attending to their immediate health care concerns and initiating follow-up care.
- Provides care to students with chronic illnesses and extremely high-risk students (e.g. allergies, asthma, diabetes, seizures, medical, fragile, etc.) for the purpose of assisting the child in achieving the highest possible functional level.
- Reports health and safety issues to assigned administrator and appropriate agencies (e.g. altercations, suspected child and/or substance abuse, contagious diseases, etc.) for the purpose of maintaining students' personal safety, a positive learning environment and complying with regulatory requirements and established guidelines.
- Responds to emergency medical situations (e.g. severe falls, seizures, prescription reactions, bleeding, etc.) for the purpose of ensuring appropriate immediate medical attention and related follow-up action.

### **Working Environment**

This job is performed in a standard office environment and in a generally clean and healthy environment. Generally, the job requires 33% sitting, 34% walking, and 33% standing.

Physical Requirements: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.

### **Qualifications**

**Minimum experience:** Minimum of 2 years' nursing experience; with experience in pediatrics and/or public health nursing preferred.

**Minimum education:** Minimum of Bachelor of Science in Nursing preferred.

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Ability to adhere to safety practices; administer first aid; handle hazardous materials/waste; operate equipment used in clinical setting; operate standard office equipment including using pertinent software applications; and prepare and maintain accurate records.
- Has knowledge of health standards and hazards; safety practices and procedures; stages of child development; pediatric and family nursing practices; community health concepts; and pertinent policies, codes, regulations and/or laws.
- Ability to adapt to changing work priorities; communicate with diverse groups; deal with distraught, angry or hostile individuals; maintain confidentiality; work as part of a team; and work with detailed information/data.



**Required Testing:**  
Drug & Alcohol Screening

**Required Certificates and/or Licenses:**  
Active Registered Nurse license by State of TN;  
Current CPR/Basic Life Support Certificate

**FLSA Status:**  
Non-Exempt

**Continuing Education/Training:**  
Maintain Licensure

**Clearances:**  
Criminal Justice Fingerprint/Background  
Clearance

**Employee Type:**  
Certified

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