

## Arlington Catholic School Nurse

**Roles:** The School Nurse is appointed by the principal to share in the responsibility for the physical health and well-being of the school community. The School Nurse is directly responsible to the principal and is expected to work effectively with the various constituencies of the school including administration, faculty, staff, students and parents.

### **Responsibilities:**

- Maintains the health records of all enrolled students, ensures that all new students entering the school have received a physical exam, and that graduating students have a copy of their immunization records.
- Ensures that the Health Suite is adequately supplied and cared for to meet the needs of the students including ensuring that medications are properly stored and secured.
- Signs orange cards for student athletes certifying their eligibility to participate in sports based on the fact that their physical exam is up to date and communicates regularly with the athletic director regarding updating physical exams and injuries during athletic events.
- Provides emergency first aid treatment for students and staff who have minor injuries.
- Provides short term respite place for students who are temporarily indisposed.
- Determines whether an ill or injured student's status requires further action such as dismissal to parents or referral for further medical treatment, etc.
- Administers medications/monitors self-medication of students with direction from their parents and/or physicians.
- Provides counsel and advice to students who may be experiencing difficulties stemming from sickness or disability.
- Serves as a resource for faculty and staff who may have questions about the health and well-being of a student.
- Familiarizes themselves with federal and state health regulations and intervenes as the needs arise.

### **Hours:**

- The School Nurse is expected to be on duty at 7:30 am every day school is in session and to stay until 30 minutes after students are dismissed.
- The School Nurse is required to attend all dances and proms (approximately 6 each year).
- The School Nurse is required to be present on the day physicals are administered in August.
- The School Nurse is required to attend school for two days prior to the first orientation day for teachers and to remain until the last day of final exams.

### **Qualifications:**

- BSN
- Current MA RN License
- Minimum of 2 years relevant experience
- Computer Literate

