



VILLA MARIA ACADEMY

Empowering Young Women through Leadership and Service in the IHM Tradition

School Nurse Job Description

The school nurse reports to the principal and is responsible for the overall planning, management, coordination, and evaluation of the school health program.

The school nurse is responsible for identifying and treating health issues among students and providing instruction in the maintenance of good health and disease prevention.

- Develop and update policies, procedures and work standards for the school health program according to the PA School Code and Great Vally School District policies.
- Monitor compliance of school health program with federal, state, and local laws, regulations and policies.
- Work in conjunction with the nurse provided by the Great Valley school district to complete health reports
- Provide first aid and CPR (if needed) and medically prescribed services
- Coordinate CPR training sessions for staff
- Maintain the security of school health supplies and student medication
- Revise and update Medical permission Binder at beginning of school year.
- Collect faculty/staff health information
- Compile lists of students with known allergies to be given to teachers and office staff
- Serve as a resource person on health issues
- Provide staff development on health-related topics for school staff and/or volunteers
- Corresponds with parents and other health care professionals regarding health needs of students
- Record immunization, health findings, and other relevant data, including daily visits to the health room on hard copy or digital logs as prepared
- Dispense and record all student medication including insulin administration following the Nurse Practice Act and school policy
- Follow HIPPA and FERPA guidelines to protect student medical information
- Assume additional services as needed
- Daily check of AED battery
- Coordinate with PCA in use of evacuation chair for student in need during drills or other emergencies

Please send cover letter and resume to Sister Patricia at pscanlon@villamaria.org