

LICENSED PRACTICAL NURSE (SCHOOLS)

DISTINGUISHING FEATURES OF THE CLASS: The incumbent performs routine nursing services in the schools. Under general direction, an employee in this class is responsible for giving care to students within the limits allowed by the license and the New York State Education Department. Work may involve the maintenance of acceptable health standards, school health records and the emergency treatment of student and employee health problems. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, coordinates, implements and provides any required follow-up related to physical examinations as required by state law and Board of Education policy;

Administers and provides follow up for age appropriate screenings such as auditory, visual, and scoliosis screenings;

Administers first aid and emergency treatment to students and employees;

Arranges transportation of sick or injured students or employees to hospital or home;

Administers, dispenses, and documents medications to students per health care provider and parental written authorization based on established guidelines and district policy;

Orders, inventories and oversees the storage of first aid and related health supplies and equipment;

Prepares records and reports as required;

Assists with head lice checks;

May assist at school clinics where appropriate; May provides in service training to staff regarding health related issues.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of current nursing practice;

Skill in the application of current practical nursing procedures and techniques of student care;

Ability to communicate effectively both orally and in writing;

Ability to understand and follow technical oral and written instructions;

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Ability to operate medical equipment (e.g., suction machine, oxygen units, vaporizer);
Ability to maintain constructive working relationships with students, parents, school staff and physicians.
Ability to maintain detailed records and prepare reports;
Ability to keep records and make reports;
Ability to operate a personal computer;
Dependability, resourcefulness, good observation skills and professionalism;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A) Completion of a course of study approved by the New York State Education Department as qualifying for Licensed Practical Nurse and licensure to practice as a Licensed Practical Nurse in New York State.