

365 – NURSING SERVICES PERSONNEL

A. Required Training and Education

1. Holds a current valid license to practice as a registered nurse or licensed practical nurse in the state of Wisconsin per Wisconsin statutes.
2. Holds a current valid driver's license.
3. Maintains current certification in adult and child CPR.
4. Reports to the Director of Instruction.

B. Responsibilities of the Nursing Services personnel

1. Basic function is to implement, integrate and coordinate health services in an educational setting under the direction of the registered nurse.
2. Provides basic emergency care for illness or injury during the school day.
3. Refers emergency situations to parents, physicians, hospitals within established procedures.
4. Notifies appropriate personnel of any emergency situation.
5. Follows all Board of Education policies and procedures.
6. Plans and carries out annual school health screening programs for hearing, vision, blood pressure and kindergarten registration.
 - a) Contacts volunteers.
 - b) Trains volunteers.
 - c) Screens students.
 - d) Records screening results.
 - e) Rechecks students who did not pass initial screening.
 - f) Sends referral notices to parents of students who failed the second screening
 - g) Does follow-up on referral notices.
7. Maintains immunization records and does follow-up on students not compliant as mandated by state law.
 - a) Reviews health records and sends out immunization booster notices.
 - b) Reviews health records of all new students and does follow-up as needed for health problems/concerns.
8. Works with parents and teachers on suspected health problems and concerns but does not diagnose.
9. Assists in the prevention and control of communicable diseases.
 - a) Educates to control and prevent the spread of head lice, also doing examinations of individual students as needed.
 - b) Does weekly monitoring and reporting of communicable diseases to local public health agency.
 - c) Informs District administrator of any health emergency.
10. Initiates and updates student health records as needed.
11. Initiates and implements Board of Education Medication Policy following criteria under the nurse practice acts in the state statutes.
12. Supervises the care of individual health needs.
13. Identifies students with health risks and refers as needed.

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14. The Nursing Services Personnel shall be notified of any problem needing nursing intervention.
15. Distributes health education materials to appropriate personnel.
16. Performs clerical duties associated with the nursing services office.
17. Performs work as assigned by the building principal, District Administrator or Director of Instruction as allowed under the nursing practice acts per state statute.
18. Attends health related inservices and programs.
19. Demonstrates a commitment to the Portage School District and its philosophies and goals, by attitude and actions.

1st Reading – May 13, 1991

2nd Reading – June 17, 1991

Adopted- June 17, 1991 – License Practical Nurse

Amended – April 12, 2004 – Nursing Service Personnel