

LAKEVILLE AREA SCHOOLS POSITION DESCRIPTION

POSITION TITLE: Building Nurse

DEPARTMENT / BUILDING: District Wide

TITLE OF IMMEDIATE SUPERVISOR: Director of Student Health, Safety, and Wellness

BARGAINING UNIT: LEAF

CLASSIFICATION: C-3-1

EXEMPT/NON-EXEMPT: Non-Exempt

LOCATOR (HR use only): 003

POSITION SUMMARY: The Health Office LPN will provide for the health care needs of individual students requiring care throughout the school day in order to attend school. The LPN works under the direction and supervision of the Licensed School Nurse. The LPN is directly responsible to and receives direction from the Licensed School Nurse and the building Principal. The Licensed School Nurse will provide technical assistance with Individual Health Care Plans and medical procedures that are to be carried out in the health office. It is the responsibility of the LPN to keep the building Principal and the Licensed School Nurse fully informed of significant health problems and health service activities within the school.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions of this position may include, but are not limited to, the following fundamental duties:

1. Administer first aid to students and staff that becomes ill or injured while at school and provide care for until they are moved from school. Provide emergency and episodic care according to the Health Service Manual guidelines and the school district's policies. Accurately document all care given.
2. Inform teachers with legitimate educational interest about students with special health conditions as delegated by the Licensed School Nurse.
3. Maintain proper and adequate supplies in the health service office.
4. Submit and route accident reports for students requiring further evaluation/treatment.
5. Assist staff with work-related injuries and refer to proper administrators for worker's compensation information.
6. Provide support to on-site child care during the scheduled work day as directed by the Licensed School Nurse.
7. Administer and record medication as delegated by the Licensed School Nurse as governed the Health Service Manual.
8. Perform specific health screening procedures as recommended by the Minnesota Department of Health, requested by teachers, parents or Licensed School Nurse.
9. Process referrals according to criteria determined by screening guidelines, as outlined in the Health Service manual.
10. Maintain a current confidential file of students with health conditions. Inform staff with a legitimate educational interest as delegated by the Licensed School Nurse.

11. Request emergency information for each child every year. Update emergency information into the district's student information system.
12. Maintain record of daily activities and report statistical information as requested by the Licensed School Nurse.
13. Enter immunizations, health conditions, notes, and screening data into the district's online data system for each student.
14. Monitor attendance, document unexcused absences/tardiness, and make parent/guardian contact for those students who are unaccounted for. Inform Principal and Licensed School Nurse of students who have a pattern of absence/tardiness.
15. Implement the Health Component of the IEP as delegated by the Licensed School Nurse.
16. Monitor and document occurrences of communicable diseases, following the guidelines stated in the Health Service Manual. Follow MN Dept of Health guidelines for reportable diseases.
17. Distribute educational material to students, staff and parents regarding specific communicable diseases, as printed in the Health Service Manual or the Hennepin County Infectious Disease Manual.
18. Follow Hennepin County Community Health Guidelines for exclusion and re-admittance of students with symptoms of communicable disease. (Refer to the Infectious Diseases In Childcare Settings and Schools manual, prepared by Hennepin County Community Health Department Epidemiology and Environmental Health.)
19. Provides sign-in and sign-out of students by authorized adults throughout the day. This includes calling students from class with an awareness of custody concerns to promote student security.
20. Organizes field trip medications and informs teachers of instructions for student care needed while away from school setting including overnight trips as directed by the Licensed School Nurse.
21. Consult with parents on student health needs.
22. Maintain a clean environment in the health office with routine cleaning and disinfecting.
23. Screen students suspected of chemical use.
24. Assures all medical equipment is maintained.
25. Provide resources for health information to staff.
26. Call 911 for emergency situations for staff and students.
27. Maintain list of agencies and referral resources for parents/staff.
28. Participate on building committees as delegated by the Licensed School Nurse.
29. Perform procedures as ordered by the student's physician and requested by parents, as delegated by the Licensed School Nurse.
30. Participate on interdisciplinary teams that deal with students under the direction of the Licensed School Nurse.
31. Report maltreatment of minors in accordance with state law.
32. Attend Health Services Staff meetings and in-services.
33. Performs other duties as may be assigned by Licensed School Nurse or Principal.

REQUIRED QUALIFICATIONS (Specific training or job experience required before appointment):

1. LPN licensed by State Board of Nursing.
2. Knowledge of diabetes, asthma, insulin pumps, nebulizer treatments, tube feedings, and wheel chairs are basic for this position.
3. Computer knowledge and communication skills to effectively address staff, students’ and parents’ concerns, in a sensitive manner.
4. Blood Borne Pathogens and Universal Precautions training required.
5. Must have ability and knowledge to respond effectively to emergency situations.
6. Maintain First Aid and CPR/AED certification. Incumbent is responsible for maintaining current certification.

PERFERRED QUALIFICATIONS

1. RN licensed by the State Board of Nursing.

Employee is required to:	Never	Occasionally 1-33%	Frequently 34-66%	Continuously 66-100%
Stand		X		
Walk			X	
Sit			X	
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop/kneel/crouch or crawl		X		
Talk, see and hear		X		
Taste or smell				X
Physical (lift and carry):				
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 75 pounds		X		
More than 100 pounds	X			

DATE: 03/18/2025