



Charleston Day School

School Nurse Job Description

Charleston Day School seeks an experienced and highly qualified registered nurse beginning in April 2022 to work with all students grades K-8. The school nurse will also work collaboratively with our School Counselor, Learning Services, and the Middle School and Elementary School Directors. The position is a 10-month position.

Responsibilities

The primary responsibility of the school nurse is to advance the well-being and success of our students by promoting health and safety, and assisting with actual and potential health problems in order to maximize a student's ability to learn. The nurse oversees health policies and programs, provides expertise and oversight of school health services, and assesses the health needs of students. He/she serves as a liaison between school personnel, family, community and healthcare providers and as a resource for parents, teachers, staff and administration.

Essential Functions

- Provides appropriate care for ill and/or injured students;
- Administers first aid to students/staff when necessary in accordance with school policies and state law;
- Administers OTC medications as needed per school policy and prescription medications or specialized nursing care procedures under physician's orders;
- Provides care to high-risk students and those with chronic illnesses;
- Performs screening for head lice when necessary, providing education and treatment options and environmental cleaning;
- Coordinates medical information between parents, the school and the medical provider;
- Assists students in maintaining personal hygiene practices if needed;
- Assists students with any health care need including self-care needs such as blood glucose monitoring
- Corresponds with parents about the health needs of their child when necessary;
- Participates in staffing conferences for individual students when appropriate;
- Responsible for developing procedures and protocols for student health and wellness related issues;
- Develops emergency care plans and individual health plans for students on a case by case basis;
- Prepares and maintains student clinic records and prepares required reports;
- Updates and maintains health physicals and immunization records;

- Maintains student's confidential files and records (e.g. health plans, physician orders, accident reports, etc.) for the purpose of providing information required by professional standards;
- Assumes responsibility for appropriate assessment, planning, intervention, evaluation, management and referral activities for students;
- Manages the communicable disease program and reporting procedures of infectious and contagious diseases;
- Follows procedures for suspected cases of child abuse and neglect;
- Collects and maintains data relating to student health issues;
- Educates and trains faculty and staff concerning asthma, severe allergies, seizure disorders and any other chronic conditions that a current student may have;
- Maintains clinic equipment and assesses the need for consumable supplies regularly;
- Orders clinic supplies and materials as needed;
- Performs related work as required;
- Provides relief coverage as needed for Receptionist Office;
- Maintains a positive working relationship with faculty, staff and parents;
- Performs other duties as requested by the Head of School or the immediate supervisor.

Pandemic Planning

- Plays an essential role in the Health and Safety committee for pandemic planning;
- Oversees the implementation of health and safety measures on campus;
- Relays current and reliable health information and recommendations to the Leadership Team, faculty, and ultimately the full school community;
- Collaborates with other Independent School nurses to ensure best practices for Charleston Day School.

Qualifications

- Registered Nurse certified and licensed with the State of South Carolina and in good standing with the South Carolina Board of Nursing
- Bachelor of Nursing degree
- 3 years of nursing experience/Pediatrics experience a plus
- Valid CPR certification/CPR Instructor certification preferred
- Strong organizational and relationship skills

About Charleston Day School

Charleston Day School (CDS) is a coeducational K-8 day school located in the heart of downtown Charleston, a city rich in history and steeped in beauty. The School and the city have been closely intertwined throughout the 85 years of the School's existence, and Charleston is an integral part of Charleston Day School's identity. From its beginnings as a small neighborhood school to its current manifestation as a vibrant 250-student urban institution that serves families throughout the city, CDS has steadfastly maintained a reputation for both rigorous academics and emphasis on character development. The mission of CDS is "to foster scholarship, integrity, respect, and responsibility" in its students. CDS is fully accredited by the Southern Association of Colleges and Schools (SACS) and the Southern Association of Independent Schools (SAIS). For more information on Charleston Day School, please visit our website at www.charlestdayschool.org. Candidates from diverse cultural and ethnic backgrounds are strongly encouraged to apply.