

Approved: 5/9/2016
Revised: 4/2024
Revised: 9/2025
Revised: 5.2026

FLOODWOOD SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: School Nurse (LPN)
REPORTS TO: Superintendent(s) with structured supervision in place for an LPN by the district registered nurse.
QUALIFICATIONS: LPN or RN Licensure

EMPLOYEE CLASSIFICATION:

The School Nurse/District Substitute Teacher position is non-exempt pursuant to the Fair Labor Standards Act. All non exempt employees are required to track hours worked **by clocking in and out. utilizing the timecard system. that is located in the office work room.** Non exempt staff will submit a biweekly timecard utilizing the punch clock system to the business office to calculate payroll. If a punch is missed, employees need to contact administration to confirm time of arrival or departure and allow a manual entry of hours on a timecard. Overtime is any hours being requested to work by administration beyond 40 hours per week. Employees MUST receive prior approval by

POSITION RESPONSIBILITIES: The essential functions include but are not limited to:

Mandated services:

1. Evaluate and maintain immunization status, records, non-compliance, and annual state report. MN Statute 121A.15
2. Establish and Maintain Pupil Health Records Statute 144.29
3. Report suspected communicable diseases to appropriate agencies, Minnesota Rules Chapter 4605
4. Report suspected cases of child abuse as required by Minnesota Statute 626.556 to the police and the area superintendent.
5. Implement the school district policies relating to health such as medication administration, public use of school records, accidents, first aid, etc.
6. Maintain the data privacy of all individual physical, emotional and social issues of students and staff and act as the primary data privacy keeper of the Pupil Health Record as required by Minnesota Government Data Privacy Act MS13.01-43.

General Health Services:

1. Administer first aid to sick and/or injured students and decide if a student should be sent home, parents contacted, ambulance called or if other professional help is needed. Monitor unstable health conditions if necessary (i.e. asthma, seizure disorders, diabetes, etc.)
2. Coordinate and oversee vision/hearing, scoliosis, height and weight, lice, early childhood screening as needed. Refer and follow-up with parent/medical personnel on any health screenings.
3. Coordinate any immunization programs offered in the school setting with guidance of district registered nurse.
4. Supervise/and or deliver nursing care procedures to students with health needs in the school setting. Obtain and coordinate doctor's orders as they apply to students while at school.
5. Document daily charting in the student software system. This includes any student seen in the Health Office, medications administered, accident forms for students requiring attention, and updating student health records.
6. Assist students, parents, and teachers with adaptations needed to manage chronic disease while in the school setting in accordance with a doctor's order. Distribution of pertinent health bulletins to students, parents, and/or staff in accordance with a doctor's order.
7. Provide for training of personnel as needed with district registered nurse.
8. Provide for health information to students as needed. (ie. Puberty education, hand washing, etc.)

9. Coordinate medication administration in the school setting following the Minnesota Department of Health Medication in the Schools Guidelines.
10. Review and update First Aid and Health Services policies and procedures as needed.
11. Assess the need for screening students with potential head lice problems.

Special Education Services:

***To be completed by school nurse if registered nurse, if LPN, below items will be completed by the district registered nurse.**

1. Individualized Education Plans:
 - a. Collaborate with the Child Study Team in assessing, developing, implementing and evaluating the IEP.
 - b. Assess Health and Physical Status/Vision and Hearing for new Evaluations and Reevaluations as needed.
 - c. Interpret medical and health information as it pertains to the education of the student.
2. MA Billing:
 - a. Develop care plans, emergency plans, train and supervise staff providing PCA and Behavior Intervention Redirection Services, based on IEP documentation.
 - b. Assist in providing/ collecting data needed for MA Billing.
 - c. Seek MA reimbursement for health related services of the student IEP.

This job description is not intended to be all-inclusive, and employees will also perform other reasonable related business duties as assigned by the immediate supervisor. This organization reserves the right to revise or change job duties and responsibilities as the need arises.