Harpeth Hall

School Nurse

Harpeth Hall School seeks an experienced and highly qualified registered nurse to work with all students grades 5-12. The school nurse will also work collaboratively with our Student Support Team and the Middle School and Upper School Directors. The position is a full-time, year-round 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 daughter 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 Middle School 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 Harpeth Hall.

Qualifications

- Registered Nurse certified and licensed with the State of Tennessee and in good standing with the Tennessee 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 relational skills