

Visiting School Nurse Job Description

- A. Qualification: Maine Department of Education Certified School Nurse
- B. Responsibilities
 1. Arrange access to health records of all students upon notice of enrollment, in cooperation with the lead teacher.
 2. Make annual visit to Monhegan School during first month of school year to provide screening and other services.
 3. Arrange access to screening equipment, in cooperation with superintendent.
 4. Review and maintain health records.
 5. Conduct vision, hearing, BMI and other required health screenings and report findings to parents in confidential manner.
 6. Follow-up with parents to ensure immunization requirements are met.
 7. Provide consultation regarding health issues with timely response in all communications.
 8. Provide educational information to students and families about oral health, lead poisoning, and other information as required by law.
 9. Communicate results of visits with parents and lead teacher within 14 days of visit.
 10. Submit follow-up report to superintendent within 14 days after each visit.
 11. Complete and submit forms to the Department of Education when required.
- C. Responsible to the Superintendent and School Committee.

Adopted: 07/31/06 by J. Boegel, M. Chioffi, & J. Stevens

Revised: 03/28/17 by J. Stevens, M. Weber, & A. Iannicelli