

The following information was assembled by the Kentucky Department of Education (KDE) as a sample job description for a school nurse. This information is intended to provide guidance and considerations for districts and should be adapted to reflect local needs, staffing structure and district policies. This was created in accordance with the statutes, regulations and guidelines in effect at the time this was published. Districts are encouraged to use this information as a guide for creating or reviewing school nurse position descriptions and should ensure alignment with district policies and best practices. Additionally, districts are encouraged to consider any statutes, regulations or rules/guidance issued since the publication of this document.

Position Summary

The school nurse provides professional nursing services to support the health, safety and educational success of students by reducing health-related barriers to learning. The school nurse delivers direct nursing care, responds to medical emergencies, supports the management of chronic health conditions, and promotes a safe and healthy school environment.

School nursing services are provided in accordance with Kentucky statutes and administrative regulations, district policies and procedures and guidance from the Kentucky Department of Education (KDE) and the Kentucky Department for Public Health (KDPH). School nurses collaborate with students, families, school staff and community partners to support student well-being and ensure access to educational opportunities.

Licensed practical nurses (LPNs) provide school health services practice under the supervision and delegation of a registered nurse (RN) or advanced practice registered nurse (APRN), consistent with applicable laws and professional standards.

District Implementation Notes

This job description is intended to serve as model guidance for school districts. Districts may adapt this description based on local staffing models, student health needs, and district policies, provided that school health services are delivered in compliance with applicable Kentucky statutes, administrative regulations, and professional nursing standards.

Specific duties and responsibilities may vary based on licensure level, delegation arrangements, and district implementation. Staffing decisions, including the number and assignment of school nurses, are determined at the local level based on student health needs, acuity, school population and available resources. In some districts, nurses may serve more than one school or be assigned based on service needs across multiple locations. However, staffing models should be designed to ensure safe, effective delivery of school health services and the ability to respond to student health needs in a timely manner.

Verification of Credentials and Qualifications

Districts should follow local hiring policies and procedures to verify credentials and qualifications of school health personnel. This may include verifying licensure through appropriate state licensing board (e.g., Kentucky Board of Nursing), which may also provide publicly available disciplinary information. Additional background checks or review of employment history should be conducted in accordance with local district human resource policies and ethical state and federal requirements.

Essential Duties and Responsibilities

Direct Student Care and Emergency Management

1. Provide direct nursing care to students during the school day, including health assessments, nursing interventions, monitoring and follow up for illness or injury.
2. Respond to student health emergencies and provide emergency nursing care in accordance with established protocols, emergency action plans, and applicable laws and regulations.
3. Participate in the development, implementation and review of individual healthcare plans, emergency action plans and other student health plans as required.
4. Support safe school environments by participating in emergency preparedness planning and response activities including drills/simulations and crisis response related to student health needs.

Medication Administration and Delegation

1. Administer prescription and non-prescription medications as well as perform health procedures in accordance with 702 KAR 1: 160, Kentucky nursing scope of practice, district policy, provider orders and KDE guidance.
2. Provide training, supervision and ongoing guidance to designated school health staff for designated health-related tasks, as permitted by law and regulation.
3. Ensure delegation practices are appropriate, documented and consistent with professional nursing standards and student safety requirements.
4. Maintain accurate and timely documentation related to medication administration, delegated tasks and health procedures.

Chronic Condition Management and Case Coordination

1. Identify and support students with chronic health conditions (e.g., asthma, diabetes, allergies, and seizure disorders) that may impact attendance, participation or learning.
2. Coordinate with families, health care providers, and school staff to support ongoing health needs and continuity of care within the school setting.
3. Participate in student support teams (e.g., Section 504 and Individualized Education Program (IEP) meetings) to provide nursing input related to health-based accommodations and support.
4. Assist with coordination of health-related services, including homebound instruction or telehealth support, as applicable and in accordance with district policy.

Health Screening, Referral and Follow-Up

1. Conduct mandated and district-required health screenings (e.g., vision, hearing, dental) in accordance with Kentucky statutes, administrative regulations, KDE and best practice guidance.
2. Review screening results, provide appropriate follow-up, and facilitate referrals to families or healthcare providers as indicated.
3. Maintain required screening documentation and ensure confidentiality of student health information as well as proper documentation into the student's cumulative health record.

Health Promotion, Education and Prevention

1. Support health education, disease prevention and wellness initiatives consistent with district goals and student needs.
2. Serve as a health resource to school staff regarding health-related issues that impact student learning and school participation.
3. Provide health-related education and consultation to families, students and staff as appropriate within the school nurse role.

Compliance, Documentation, and Confidentiality

1. Implement school health services in compliance with applicable Kentucky statutes, administrative regulations, district policies, KDE and best practice guidance.
2. Ensure health records, documentation and forms are maintained accurately, securely and confidentially in accordance with the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA) as applicable and district procedures.
3. Participate in monitoring and supporting compliance related to school health services at the school level.

Collaboration and Communication

1. Collaborate with the district health coordinator, school administrators, teachers, families and community healthcare providers regarding student health needs.
2. Communicate with parents/guardians regarding student health concerns, medication requirements and healthcare plan implementation as appropriate.
3. Participate in school and district meetings related to student health services and school safety.

Qualifications

Required and Essential Qualifications

These qualifications reflect Kentucky licensure requirements, applicable administrative regulations (including 702 KAR 1:160) and essential competencies necessary for safe and effective nursing practice.

- Current active Kentucky nursing license as a registered nurse (RN) or licensed practical nurse (LPN) as applicable to the position.
- Education and training consistent with Kentucky nursing licensure requirements of professional nursing standards.
- Ability to work collaboratively with students, families, school staff, administrators and health care providers.
- Ability to provide school health services in accordance with Kentucky statutes, administrative regulations (including 702 KAR 1:160), district policies and KDE guidance.
- Ability to maintain accurate health records and documentation and to protect the confidentiality of student health information in accordance with applicable laws and district procedures.
- Current certification in CPR and first aid as required by district policy.
- Specific duties and responsibilities may vary based on licensure level, delegation arrangements, district staffing models and student health needs.
- Ability to maintain professional nursing practice by staying informed of current school health and nursing best practice recommendations as applicable to the role.

Additional Requirement for LPN Positions

Licensed practical nurses providing school health services must practice under the supervision and delegation of a registered nurse (RN) or advanced practice registered nurse (APRN) consistent with Kentucky law, Kentucky Board of Nursing scope of practice and delegation requirements including Advisory Opinion Statements #15 and #30.

Preferred Qualifications

KDE recommends districts consider the following when selecting a candidate:

- Experience providing nursing services in a school, pediatric, community health or public health setting.
- Knowledge of Kentucky school health statutes, administrative regulations, and KDE guidance related to school health services.
- Experience supporting students with chronic health conditions and implementing Individual Health Plans (IHPs) and Emergency Action Plans (EAPs).
- Experience with medication administration and delegation practices in accordance with applicable laws and professional standards.
- Strong communication, organization and documentation skills.
- Experience collaborating with students, families, educators, administrators and community healthcare providers.
- Familiarity with student health data systems and documentation tools used by the district (e.g., Kentucky Student Information System) as applicable.
- Familiarity with school health guidance and best practice recommendations related to student health services.

Competencies and Skills

KDE recommends district consider the following competencies and skills when selecting candidates for this role.

- Ability to apply professional nursing judgment to support student health and safety within the school setting.
- Ability to respond effectively to health-related emergencies and urgent situations in a school environment.
- Ability to prioritize and manage multiple student health needs across the school day, including time-sensitive tasks and competing demands.
- Ability to implement medication administration and delegate health tasks safely in accordance with applicable laws regulations and district procedures.
- Ability to provide training guidance and support to school staff involved in delegated health tests as appropriate to licensure level and role.
- Strong communication and interpersonal skills, including the ability to communicate effectively with students, families, school staff, administrators, health care providers and the public.
- Ability to work collaboratively as a part of multidisciplinary school teams to support student success, attendance and learning.
- Ability to maintain accurate, timely and confidential student health documentation.
- Ability to adapt nursing practice to diverse student needs, school environments and district staffing models.
- Cultural awareness and sensitivity when working with students and families from diverse backgrounds.

- Ability to follow established procedures while exercising professional judgment within the scope and practice and school health guidance.

Working Conditions

- Work is primarily performed in a school setting and may include health rooms, classrooms, offices and other school facilities.
- The position may require working across multiple school locations or serving more than one school depending on district staffing models.
- Work is typically performed during the school day and school year with occasional additional hours for meetings, training or emergencies as required by the district.
- The school environment may involve frequent interruptions, time-sensitive situations and exposure to communicable illnesses.
- This role requires interaction with students, families, school staff, administrators, community members and healthcare providers.

Physical Requirements

- Ability to perform the essential functions of the position with or without reasonable accommodation.
- Ability to engage in activities common to the school environment which may include standing, walking, sitting, bending and reaching.
- Ability to respond to student health needs and emergencies in a school setting.
- Ability to communicate effectively, verbally and in writing to support student health services and documentation.
- A building to use standard office and health related equipment, technology and documentation systems used by the district.
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.