

DUTIES AND RESPONSIBILITIES

Medical Inspector

The medical inspector will devote one day each week in the performance of his duties prescribed as follows:

1. To assist in the administration and supervision of the total school health program for both students and employees.
2. To administer physical examinations to those students in grades kindergarten, fourth, seventh, ninth, and eleventh who have not been examined by their own family physician. The school physician will further examine those students where deviations are present.
3. To serve as a member of the child study team.
4. To serve as the board of education liaison to both parents and family physician when requesting or interpreting pertinent student or employee medical information.
5. To direct a routine examination for all students which will include the eyes, the ears, the height, the weight, and the tuberculin test.
6. To examine those students referred to him by the school principal or nurse.
7. To make recommendations for the content of the health curriculum.
8. To recommend for exclusion those students whom he may suspect of having any contagious, infectious or communicable disease.
9. To inspect the physical facilities of each school and make recommendations for any improvements noted. Regular inspection forms are to be completed.
10. To supervise the administration of the tuberculin testing program as prescribed by state regulations.

11. To comply with all the rules and regulations of the local and State Boards of Health; to notify the proper authorities of all cases of contagious or infectious disease; to disinfect schools in case of necessity if no other official is available to perform such duty.
12. To approve, through signature, all notices to parents concerning the physical welfare of students.
13. To give physical examinations to school employees when so directed.
14. To be responsible for any other duties assigned by the Superintendent.

School Vision Examiner

1. To provide an annual vision examination to all students enrolled in grade three.
2. To provide a vision examination to all other students referred by the principal or nurse.
3. To complete a vision examination card on all those students examined by the vision examiner.
4. To forward to the school medical examiner, for his signature, all notices to parents concerned with vision defects.
5. To serve as a member of the child study team when his professional services are requested by the supervisor.
6. To comply with all the rules and regulations of the local and State Boards of Health.
7. To be responsible for any other duties assigned by the Superintendent.

School Nurse

1. To assist the school medical inspector and the school vision examiner in the performance of their duties.

2. To comply with daily schedule as prescribed by the Superintendent of Schools.
3. To respond to emergencies when requested by building principals.
4. To administer first aid as prescribed by Nutley's Health Code.
5. To serve as a resource person to all teachers concerned with the teaching of health.
6. To maintain a file for student health records.
7. To perform an audiometer examination on all students in grades one, three, seven, and nine. Also, to perform an audiometer examination of all other students when requested by the school physician or principal. Deviations will be reported to the school physician and principal.
8. To complete student accident forms.
9. To serve as a member of the child study team when her professional services are requested by the supervisor.
10. To administer the Snellen Eye Test in grades one, five, seven, and nine. Also, to administer this same examination to all other students referred by the building principal.
11. To be responsible for any other duties assigned by the Superintendent.