

SCHOOL HEALTH ASSISTANTDEFINITION

Under the direction of a school nurse and site administrator the school health assistant will administer medications, perform routine first aid, and clerical duties corresponding to the tasks.

DISTINGUISHING CHARACTERISTICS

The primary responsibility of this position at the elementary school level will be assisting the Nurse by providing first aid and administering medication. An important additional responsibility is to communicate with the school nurse, ask questions, make suggestions, work as a team member, and keep nurse informed.

ESSENTIAL FUNCTIONS

Maintain awareness of current policies and procedures in the Health Services procedure book and California School Nurse Organization recommended guidelines for first aid procedures

Initiate and maintain student health records, accident forms, emergency cards if applicable

Assess immunization records, assist in follow-up and record when complete

Develop knowledge in the use of SASI III computer programs for input of daily office visits

Show ability to interact professionally with student, staff, and public

Respect and adhere to confidentiality concerning privileged information

Maintain a daily log of student health office visits

Conduct a preliminary evaluation of ill and injured children and refer to parent if necessary

Take oral temperature on all children who complain of illness

Administer minor first aid in the health office as directed by the school nurse Refer to school administrator in the absence of the nurse for potentially serious injuries

Assist with administration of medication under direction of school nurse according to district policy and school procedure

In the absence of the nurse, follow administrative regulations and health department procedures for communicable diseases and animal bites

Assist in the head lice prevention and control program as directed by the school nurse (Not responsible for entire classroom screenings)

Complete Medi-Cal billing forms send to Health Services when completed

Inventory first aid supplies and health office forms annually, or as requested

Check and maintain first aid kits - assist in cleaning annually

Use Universal Precautions in body fluid management and help maintain a sanitary and attractive health office environment

Perform clerical tasks as directed and other duties as assigned

QUALIFICATIONSKnowledge of:

Appropriate handling of clerical procedures and office machines; computers and word processors; correct English usage, grammar, punctuation, and spelling.

Ability to:

Competently respond to first aid needs for injured and /or ill students and/or staff; present a professional and healthy appearance; pleasant, calm manner in person and by phone; enjoy working with and is patient with both children and adults accept limitations of responsibility; perform routine clerical work; communicate effectively with staff, students, and the public; establish and maintain cooperative relations with those contacted in the course of work; demonstrate knowledge and understanding of district and school health policies and procedures; demonstrate knowledge of state requirements and district policy regarding immunization and communicable disease prevention and control; demonstrate an understanding of health screening programs, pupil records and special programs as they relate to health services; learn to operate standard office equipment; to operate computers and understand computer programs; understand and carry out oral and written directions; within six months of employment acquire and maintain certificates in CPR and First Aid. Essential functions require, with or without the use of aids: mobility to move to counter, files and other areas of the school or office; sufficient vision to see small print; sufficient hearing to hear normal telephone conversations; sufficient dexterity to write, operate telephone, and other business machines.

Experience:

Any combination of experience and training which would indicate possession of the knowledge, skills, and abilities listed.

Education:

Equivalent to completion of the twelfth grade. Current standard first aid and CPR certificates (classes available through Adult Education).