



**POSITION DESCRIPTION
ST. ANTHONY-NEW BRIGHTON PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Health Aide	Department: Health Services	Bargaining Unit:
Immediate Supervisor: Principal/Licensed School Nurse	Comparable Worth Rank:	FLSA Status: Non-Exempt

Job Summary:

Under the direction the Principal and the guidance of the Licensed School Nurse, the Health Aide is responsible for providing health services to students in the health office including first aid; administering medications in accordance with physician orders; determining how to address health needs in accordance with health condition and established office procedures; assisting in the maintenance and updating of health records/files; assisting with health screenings; and other duties as assigned by the Licensed School Nurse.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides various health services to students in the health office. Follows written care plans in performing treatments and episodic care under the direction, guidance and training of the LSN.
 - a) Observes student conditions and performs necessary treatments/procedures in accordance with department guidelines, procedures and policies.
 - b) Provides first aid and handles student illnesses and medical conditions. Assists with joint injuries, cuts, bruises, scrapes, knee injuries, fevers or other health issues under the guidance of the LSN.
 - c) Takes student vitals and temperatures.
 - d) Administers care to students in accordance with student’s individual health care plan(s) (IHP’s).
 - e) Notifies LSN of any health emergencies. Provides appropriate interventions. Notifies parents to pick up an ill or injured child, or informs the parent of an illness or injury concern, as appropriate.
 - f) Performs inspections of scalp when head lice is suspected.
 - g) Performs treatments such as dressing changes, wound care, removal of slivers, splinting and nebulizer treatments.
 - h) Provides assistance and aid to special education paraprofessionals in providing care and assistance to students, as needed.
- Dispenses medication or prescription medication as per parent requests or a physician’s order. Makes sure students come in, to take their daily medications. Documents all medications administered. Obtains and maintains physician's orders for medications, inhalers, insulin, etc. Secures the storage and recordkeeping of medications. Prepares medications for student field trips.
- Maintains and updates immunization and health records. Updates and maintains immunization records, IHP’s in accordance with department procedures and state requirements. Communicates with parents when health records are missing or incomplete. Completes incident reports, as required.
- Assists in conducting health screenings including vision, hearing, and scoliosis screenings. Organizes screenings,

conducts screenings, records and updates screenings in health records. Sends referrals to parents, as needed

- Communicates with parents, students and staff regarding health issues. Reports injuries and/or illnesses to Principal and LSN. Refers students to counselors, if needed. Completes reports and referrals, as needed.
- Performs other duties of a comparable level or type, as required.
 - a) Receives training and instruction from LSN regarding any treatments in accordance with individual health care plans.
 - b) Attends training sessions.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Major field of study or degree emphasis:
x	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of applicable laws, regulations, standards and department procedures pertaining to school health. • Knowledge of first aid and life support procedures and practices. • Fundamentals of office recordkeeping, office practices and equipment. • Health care and medical terminology. • Fundamental knowledge of communicable diseases
	2nd year graduate level		
Required Work Experience in Addition to Formal Education/Training: Minimum of 1 years related experience. Desired LPN training and experience.			
LICENSE/ CERTIFICATION		Identify licenses/certification required: No specific licenses or certification required to gain entry into the classification. District may require specific certifications, courses and/or licenses after hiring depending upon the specific job assignment, or needs of the district such as health paraprofessional certification, first aid AED, CPR, blood borne pathogen certification.	
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK		Skilled in: <ul style="list-style-type: none"> • Using various computer software applications such as Excel, Word, e-mail, and general office productivity software or customized software/applications used by the district in maintaining department files, health records and health plans. • Providing first aid, basic life support, and the administration of emergency medications. • Ability to assess conditions, prioritize and provide general first aid and health assistance to student injuries and/or health concerns within the strict instructions, guidelines, 	

	<p>parameters, and policies of the district and immediate direction of the health care specialist.</p> <ul style="list-style-type: none"> • Performing recordkeeping in maintaining health and immunization records and health files • Ability to communicate effectively with parents, staff, supervisors, and students using excellent oral and written communication skills. • Dealing appropriately with children concerning their issues, concerns and feelings. • Operating screening equipment and conducting hearing, vision and scoliosis health screenings. • Learning, applying and following health treatment plans and procedures provided by the LSN and under their direction. • Administering medications in accordance with physician orders, • Ability to perform assignments under limited supervision.
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HAZARDOUS WORKING CONDITIONS	<p>Unusual or hazardous working conditions related to performance of duties:</p> <p>Work is performed where there is exposure to common illnesses, such as influenza, bacterial infections, and the common cold; and there is occasional exposure to various bodily fluids, including blood, vomit and urine. There is also frequent exposure to disinfectants or other chemicals used within health service. Risks and hazards associated with the work can be significantly minimized given the training, safety procedures and risk management procedures of the district.</p>
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PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Physical Activities	Amount of Time Spent				Lifting/Forcing Exerting	Amount of Time Spent			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand			X		Up to 10 lbs			X	
Walk		X			Up to 25 lbs		X		
Sit			X		Up to 50 lbs		X		
Use hands to finger, handle or feel			X		Up to 100 lbs	X			
Reach with hands and arms		X			Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl		X							
Talk or hear				X					
Taste or smell		X							

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Medium Work:
Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force occasionally, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job .

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:

Prepared 4/2015 by BCC. Updated 5/2015.