

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

POSITION PROFILE – HEALTH ROOM ASSISTANT

QUALIFICATIONS

Prior experience working with children/adolescents preferred.

Graduate of an approved nursing program required.

Possession of a valid RN or LPN license to practice nursing in the State of Pennsylvania preferred.

Valid CPR Certification required, but may be obtained following employment.

SKILL PREPARATION

Excellent attitude and strong interpersonal skills.

Experience in a school or community health setting preferred.

Ability to communicate and work with children, families, and District staff in a nonjudgmental and professional manner.

DUTIES AND RESPONSIBILITIES

Be responsible to the School Nurse for the completion of all assigned duties with accuracy, professionalism, and confidentiality.

Assist school health personnel in the provision of health services to District students and staff.

Administer first aid and medications to students according to District policy and procedures for the purpose of meeting immediate health care needs.

Assist and participate in the implementation of the communicable disease program and mandated screenings (e.g. hearing, vision, height, weight, etc.) for the purpose of meeting requirements.

Communicate effectively with the school nurse, District staff, and parents regarding health care needs and concerns for the purpose of referring students in need of further medical/dental treatment.

Maintain and update medical emergency cards and health records for the purpose of providing information required by legal and professional standards.

Maintain health room and work areas (e.g. supplies, inventory, cleanliness) for the purpose of providing adequate supplies and a sanitary and safe environment.

Perform record keeping and clerical functions with strict confidentiality.

Perform specialized treatments as delegated by the school nurse (e.g. catheterization, blood sugar tests, gastrostomy-tube feedings) for the purpose of providing for and monitoring students' needs and/or testing at the school site.

Report incidents (e.g. fights, suspected child abuse, weapons, etc.) for the purpose of maintaining the personal safety of students, providing a positive learning environment, and adhering to applicable laws and District policies and procedures.

Supervise students referred for illness and/or injury for the purpose of monitoring their care and maintaining order in the health room.

Discharge all other assignments delegated by the respective School Nurse.

EVALUATION

Evaluation will be conducted annually by the Chairperson of Health and Human Services in consultation with the School Nurse in the areas of core competencies and position performance.