

SEDALIA SCHOOL DISTRICT #200

Job Title: Health: Aide

Job Overview

- Health Aide Salary schedule
- Hourly paid on demand
- Reviewed annually with recommendation for re-employment in May
- Reports to Health Coordinator and Building Principal

Qualifications

- High School Graduate or equivalent
- Current First Aid and CPR Certification
- Passing of the medication administration competency exam prior to the start of the school year

Other Working Conditions

- Vacation, leave policies and fringe benefits as stated in Board policies

Responsibilities and Duties

- Daily operation of the assigned health room, maintained in a clean, orderly, professional manner and stocked with all medical supplies
- Maintain accurate student health records separate from academic record stored in a locked fire-resistant file cabinet
- Obtain written authorization for release of information to outside agency (immunization records can be shared legally in Missouri)
- Maintain a confidential current health list, by grade in the health office. Provides a copy to the district health coordinator
- Perform general office procedures up to and including requested reports and statistical information needed for planning and evaluating the school health program
- Administer first aid to ill or injured students and staff according to the guidelines set forth by the District Health Services Manual
- Refers to the Recommended Procedures for Emergency Care of Illness and Injuries when providing first aid, contacting the district health coordinator when appropriate
- Inform district health coordinator of all significant incidents and or communicable diseases in a timely manner
- Follows guidelines set forth by the district policy when deciding on student exclusion
- Assist students and staff with health maintenance needs, notifying parents or designated responsible person regarding health status of the student
- Monitors communicable and nuisance diseases, reporting trends or outbreaks to the district health coordinator
- Maintain strict confidentiality, communication health issues only to the district health coordinator and to those personnel who are determined to have a need to know
- Maintain daily log of student and staff visitations to the health room, including visitor's name, time of visit, symptoms, interventions and disposition of care
- Monitors compliance with immunization laws up to and including student records by grade on health folder and computer database. Contact district health coordinator regarding student exclusion for noncompliance
- Administers appropriate medications in accordance with the district policy guidelines and under the supervision of the district health coordinator

- Plans, prepares, and participates in district screening programs. Documents results in permanent health record
- Monitors and reports school safety conditions or trends to the building principal
- Assists with attendance monitoring; contacts parent/guardians of absentees, if assigned. Uses data to prepare weekly surveillance report
- Communicates in writing to building principal and district health coordinator any incident reports
- Provide outreach, referral and assistance to MoHealthNet eligible and potentially eligible children and their families
- Maintain communication and a working relationship with students, parents and members of the staff
- Work cooperatively with the directors, district coordinators and administrators in the supervision and coordination of the respective programs
- Participates in faculty meetings and activities of professional development
- Follows the policies and procedures of the school district
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the Building Principal or District Health Coordinator

DISCLAIMER

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.