

SCHOOL DISTRICT OF BRADFORD COUNTY JOB DESCRIPTION

SCHOOL HEALTH AIDE

MINIMUM QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Ability to read basic operating instructions.
3. Hold a valid class D Florida Driver's License and maintain a safe driving record.
4. Satisfactory criminal background check and drug screening.
5. Current licensure in Certified Nurse Assistant or Medical Assistant, preferred.
6. Valid CPR certification, First Aid Certification and Medication Administration as required by Florida Medicaid regulations must be maintained during employment.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of basic first aid and emergency care; Knowledge of medication policies and procedures; Ability to document student visits and medication administration; Ability to recognize potential health problems in students and report to the Registered Nurse when appropriate; Ability to administer prescription medications to students according to physician instructions.

REPORTS TO:

School Principal or Administrator

JOB GOAL:

To provide first aid and limited health services support for students as directed by the supervising school nurse or administrator.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

1. Provides basic first aid and attends to student health needs as indicated in the School Health Services Manual. Performs clerical duties including creating and updating records, reports, and filing; telephoning; routine referrals; and follow-up activities as instructed by supervising nurse.
2. Ability to screen and treat minor student illness and injuries as indicated
3. Strong oral, written, and interpersonal communication skills
4. Maintains current school health records and clinic logs. Updates student health information and ensures health records are maintained in a confidential manner.
5. Ability to evaluate need for medical attention by trained personnel
6. Ability to administer medications as directed
7. Ability to initiate appropriate emergency measures
8. Ability to establish and maintain good working relationships with students, parents, and other staff members
9. Ability to inventory and order supplies and organize clinic office/room.
10. Keep supervisor informed of potential problems or unusual events.
11. Attend training sessions and workshops as required.
12. Consistently represent the district in a positive and professional manner.
13. Foster and develop a professional image.
14. Refer eligible students for preventive dental services through the dental plan.
15. Contact parents and caregivers concerning health matters.
16. Maintain Medicaid documentation as required.
17. May be required to perform routine non-invasive medical care and specific health services upon successful completion of face to face student specific training provided by a Registered Nurse. Health services include, but are not limited to, diabetic glucose monitoring and calculating carbohydrate counts; administering of medication via nebulizer; use of a magnet over a vagus nerve stimulator (VNS) to control seizures; and/or administration of emergency medication.
18. Protect and maintain the confidentiality, integrity and access of student information and records.
19. Take and record vital signs.
20. Assist with routine health screenings.
21. Make referrals to school nurse, social worker, counselor, administrator, school staff and community agencies as appropriate.
22. Supports district and school-based wellness initiatives and performs other duties as assigned.
23. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and /or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved non-instructional compensation plan. Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the school district's Performance Evaluation System for Non-Instructional Personnel.

Job Description Supplement: 11

Salary Schedule: Education Support Personnel

FSLA: Non-exempt

Board Approved: 05/14/2024

BCSB approved: July 13, 2020