

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: HEALTH ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide a variety of health services to students at an assigned school site; screen ill or injured students; administer basic first aid to students as appropriate; provide related information to parents, students and staff; prepare and maintain student health records and files; perform a variety of clerical duties in support of student health services.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide a variety of health services for ill or injured students; assist in the preliminary evaluation and documentation of student health conditions and complaints; take and record temperature; notify District Nurse, parents of student illness or injury as necessary.

Screen student complaints to report medical conditions; take and record temperatures; provide ice packs and administer first aid to students; administer basic first aid to students as appropriate; perform CPR in emergency situations as needed; conduct routine personal hygiene exams; check for head lice and contact parents as necessary.

Assist student with injuries such as cleaning wounds, applying antiseptics and bandages; respond to student complaints and assess medical conditions related to head and stomach aches, fever, rashes, injuries, scrapes and other ailments; observe behavior and supervise students in the health office.

Establish and maintain student health records and files; prepare, maintain and update logs, records, reports with student information related to health, immunization, assessments, medications, illnesses, screenings, emergencies, health care referrals, health office visits, accidents, medical issues and assigned duties.

Administer prescribed medications according to physician instructions and established District procedures as directed; monitor student side effects and notify parents, appropriate personnel and agencies as required.

Monitor and review blood sugar testing, carbohydrate counts and daily glucose results for diabetic students as required; update blood sugar logs; monitor and respond to health issues of students with special needs, allergies and medical conditions.

Perform a variety of clerical duties in support of student health services; file, duplicate and distribute materials; distribute, collect and process various health-related forms; prepare and disseminate routine correspondence and informational materials.

Input and maintain a variety of student health data and other information into an assigned computer system; generate computerized lists and reports as requested; assist in distribution of approved health information.

Maintain updated immunization records of testing; send follow-up notices to parents; monitor immunization compliance and assist families with immunization compliance issues.

Assist with follow up referrals of students and activities directed toward timely treatment, the prevention and control of communicable diseases in the school and community; refer students to counselors, nurse and psychologist as necessary.

Initiate and receive telephone calls; contact parents regarding ill or injured students; maintain confidentiality of student health information.

Communicate with parents, health care providers, other departments and the coordinating District Nurse regarding student condition and care; assist parents in accessing local health, dental vision agencies and related services.

Assist District Nurse with health screenings regarding immunizations, vision, hearing, dental and recording procedures; schedule screenings, prepare screening packets and record health appraisal findings; send test results notices to parents whose children failed screenings and recommend follow up with health care providers.

Maintain the health office in a clean, orderly and safe condition; assist in ordering, receiving and maintaining inventory of first aid and other office supplies as required.

Utilize standard health care instruments and first aid supplies; push wheelchairs to transport students as needed; operate a variety of office equipment including a copier, fax machine, computer and assigned software.

Attend meetings and in-service programs as recommended by Health Services Personnel; train and provide work directions to assigned staff as directed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Health office and related medical practices, terminology, procedures and equipment.

Health and safety regulations including personal hygiene practices.

Basic methods for assessing illnesses, injuries and medical emergencies.

District policies and state regulations concerning immunization of school-aged children.

Applicable laws, codes, rules and regulations related to assigned activities.

Safe medication administration and side effects.

Telephone techniques and etiquette.

Clean and sterile health care treatment techniques.

Correct English usage, grammar, spelling, punctuation, and vocabulary.
Operation of a computer, assigned software and data entry techniques.
Methods of collecting, organizing and processing data and information.
Modern office practices, procedures and equipment.
Record-keeping and report preparation techniques.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
First aid and CPR methods and procedures.

ABILITY TO:

Perform a variety of activities in support of student health services.
Screen students for various health and safety concerns.
Examine students and identify illnesses, injuries and medical emergencies.
Provide treatment and administer first aid, CPR and emergency medical care as necessary.
Learn and perform specialized physical health care procedures as directed.
Prepare and maintain student immunization and health records and files.
Learn, interpret, apply and explain applicable regulations, policies and procedures.
Assist District Nurses with screening tests and other student health related activities.
Compile and verify data and prepare reports related to student health.
Interpret and apply applicable laws, rules, regulations and policies.
Perform a variety of routine clerical duties.
Operate standard office equipment including a computer and assigned software.
Utilize standard health instruments and first aid supplies.
Work confidentially with discretion.
Lift and move students safely.
Communicate effectively both orally and in writing.
Maintain records and prepare reports related to assigned activities.
Complete tasks in an environment with constant interruptions.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school or equivalent. Completion of a nursing or medical assistant program is desired.

Experience: Two years of experience involving general office work in an education or health care setting.

Any combination of training and/or experience which would likely provide the required knowledge and/or abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR certification.
Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Health office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and health instruments.

Hearing and speaking to exchange information in person or on the telephone.

Sitting or standing for extended periods of time.

Lifting, carrying or transporting students needing assistance.

Pushing wheelchairs to transport students.

Bending at the waist, kneeling or crouching to assist students.

Reaching overhead, above the shoulders and horizontally.

Seeing to assess student illnesses and injuries.

HAZARDS:

Contact with blood and other body fluids.

Potential for contact with blood-borne pathogens and communicable diseases.

Chemicals including antiseptics and disinfectant