MERCED CITY SCHOOL DISTRICT

CLASS TITLE: HEALTH ASSISTANT

BASIC FUNCTION:

Under the direction of the school nurse and principal, the Health Assistant assists school staff with the health needs of students in a variety of areas such as administration of first aid and medication, and monitoring of head lice problems.

REPRESENTATIVE DUTIES:

Administers first aid. ***E***

Administers medication according to written medication sheet. ***E***

Contacts and consults with parents regarding possible student health problems. ***E***

Maintains required documentation and other clerical work related to student health records. ***E***

Maintains records of medications given. ***E***

Obtains signed medication sheets from parents and physicians. ***E***

Maintains daily log of visits to nurse's office. ***E***

Maintains records of head lice problems and adheres to County-wide policies and procedures related to control of head lice. ***E***

Performs other duties related to school health care as assigned.

The employee is to adhere to federal and state regulations, Board policies, and related administrative regulations which pertain to the particular assignment.

The Health Assistant works under the direct supervision of the district school nurse/principal. Exercises no supervision.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:
Good public relations skills, record keeping, and telephone techniques.
Correct English usage, grammar, spelling and vocabulary.
Up-to-date first aid applications.
Good nutritional standards and practices.
Acceptable standards of cleanliness.
General standards and practices for good health care.

ABILITY TO:
Perform responsible record keeping with confidentiality.
Work independently.
Establish good communication with students, parents, and teachers.
Organize and use time wisely.
Maintain clear, concise records.
Counsel students in good overall health care.
Understand and follow oral and written directions.
Learn procedures, functions and limitations of assigned duties.
Communicate effectively in person and on the telephone, as well as in writing.
Use standard office machines and equipment, such as copiers, typewriters and computers.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: graduation from high school and experience utilizing up-to-date first aid applications; and working with children.

LICENSES AND OTHER REQUIREMENTS:
Current first aid and CPR certification.

WORKING CONDITIONS:

ENVIRONMENT:
School office or classroom environment.

PHYSICAL ABILITIES:
Seeing, as well as dexterity of hands and fingers, to administer medication; hearing and speaking to exchange information in person or on the telephone.

Legal Reference: California Education Code, Sections 45103, 45109
Policy Adopted: August 4, 1998