

TITLE: **HEALTH AIDE**

QUALIFICATIONS: High School Graduate
Completion of First Aid Course (current approval maintained)*
Completion of CPR training*
Clerical skills preferred
Such alternatives to the above qualifications as the Board may find appropriate and acceptable
*First aid and CPR training must be completed within 60 days of employment

REPORTS TO: Building Principal
School Nurse

JOB GOAL: To assist the school nurse in the smooth and efficient operation of the school health services in order to realize maximum positive impact on the educational environment.

PERFORMANCE RESPONSIBILITIES:

1. Administer first aid and emergency care as recommended in Emergency Care Procedures. When in doubt about any emergency, contact the nurse for specific instructions.
2. Initiate parent contacts to arrange transportation for ill or injured pupils.
3. Keep a daily record of all children seen and treated in the Health Office. Start an accident report if indicated.
4. Assist in updating and maintaining individual health records as directed by the nurse.
5. Provide nondiagnostic assistance to the school nurse with vision and hearing screening.
6. Record all screening results as directed by the nurse.
7. Assist the nurse when needed in clinics and other health programs within the schools, i.e., Kindergarten Registration, TB testing, etc.
8. Refer all questions regarding Health Service policies to the nurse.
9. Assist the school nurse with correspondence, reports, and notification forms as may be assigned.
10. Answer incoming telephone calls and take messages for the school nurse.
11. Inventory first-aid supplies and stock and distribute first-aid materials to teachers.

12. Supervise students as they self-administer medication(s) provided by parents and perform any record-keeping functions required by the school nurse.
13. Perform other duties as requested by the school nurse.
14. The Health Aide MAY NOT:
 - a. Provide medication of any kind (She may observe a child taking medication at school if so directed by the principal/school nurse and if all policies regarding students taking medication at school are adhered to.)
 - b. Offer diagnoses or medical opinions of any sort to pupils, parents, or staff members.
 - c. Discuss screening results or any information on the health records. All such information is confidential and its handling is the responsibility of the school nurse and/or the building principal according to guidelines established by the district.
 - d. Transport children.

TERMS OF EMPLOYMENT: Maximum of 180 days 3 hours per day

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.