

LVA JOB DESCRIPTION FOR SCHOOL HEALTH ASSISTANT

Position Title: PRN (As needed) Health Assistant. Hours may vary and are not guaranteed.

Job Summary: The primary goal of the PRN Health Assistant is to help cover sick days/vacations for the School Medical Assistant which duties include the care for student health injuries and/or illnesses in an expedient and safe manner. The PRN Health Assistant must be able to work with parents, students, and school medical personnel for the control and prevention of disease and for the development of optimum health of each student.

Education and Experience:

High school graduate or equivalent is required

Current CPR certification recommended

Red Cross First Aid or prior healthcare experience/training such as EMT or other medical background as deemed appropriate by the School Nurse

Interest in working with children/adolescents

Good oral and written communication skills

Ability to react quickly, calmly, and decisively in a crisis

Computer experience with word processing, data entry, and databases preferred

Reports to:

The PRN Health Assistant works under the supervision of the Licensed School Nurse (LSN) and reports to the building principal in matters of school building administration.

A. Major Tasks and Responsibilities:

1. Provides appropriate emergency care of illness or injury to students and staff in accordance with school district policy and procedure, and as directed by the LSN.
2. Assists in the control of communicable diseases according to procedures.
3. Administers oral, inhaled, and topical medications to students delegated by the LSN. Injected medications may be given only after appropriate training by LSN.
 - a. On receiving new medication with prescriber's written order and parent's permission, notifies LSN before giving.
 - b. Consults with LSN regarding dosage changes, schedule for administration, side effects, expected effects, and other pertinent data regarding medication.
 - c. Keeps accurate records of medications brought to the Health Office and records each administration of medication on the individual Student Medication Record.
4. Maintains confidentiality of information learned regarding students and their families.
5. Notifies LSN and building Principal of serious incidents, significant health problems, referrals, and possible child abuse.
6. Exhibits knowledge of job limitations and accepts supervision.
7. Performs all other health-related work delegated or required to accomplish the objectives of the total school health program.

B. Communication/Documentation:

1. Channel requests for health-related information and nursing services to the LSN.
2. Completes "Health Office Visit" on SIS to document each student seen in the Health Office including their chief complaint, treatment, and outcome for each student.
3. Assists LSN prepare and maintain a cumulative health record for each student. Documents results of screening and designated health information.
4. Completes student/staff accident reports and routes them to building principal and LSN.

C. Working with Students with Special Health Needs:

1. Helps maintain a current confidential list of students with health conditions.
2. Communicates to the LSN any need for follow-up of student health problems.
3. Assists in adaptations to allow the student to function in the school setting as delegated by the LSN.

D. Health Office Maintenance:

1. Assumes responsibility for maintaining a neat and orderly environment.
2. Follows district policy regarding the cleaning of cots and equipment.
3. Follows district policy regarding infection-control measures.
4. Monitors inventory of supplies and notifies LSN of needed supplies.

Mental and Physical Demands:

While performing the duties of this job, the employee is required to have contact with children who are ill. The employee must be capable of performing first aid and CPR, multi tasking, communicate effectively with district personnel of all levels, work alone and as part of a team, and prioritize and organize.. The employee is regularly required to talk or hear and taste or smell. The employee is frequently required to sit; walk; run; reach; stoop; bend; pull and may be required to accompany on a field trip away from the school.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must frequently lift and/or move up to 10 pounds. The employee is occasionally required to lift up to 50 pounds and to perform a 2-person lift over 50 pounds.