

SCHOOL NURSE ASSISTANT

A. Qualifications

1. Licensed Practical Nurse (LPN) and/or major of study - preferred.
2. Prior job experience preferred.
3. Written and verbal communication skills to properly converse with students, parents, community and medical personnel.
4. Specific knowledge of prescription and over the counter medications.
5. Understanding and knowledge of various medical disabilities of students.
6. First Aid and CPR training and certification.

B. Reports to the District Nurse

C. Job Goal

To assist the District Nurse in the smooth and efficient operation of the school health services.

D. Terms of Employment

181-day contract, salary, and fringe benefits to be negotiated with the board.

E. Evaluation

Performance shall be evaluated in accordance with provisions of the Board's policy on personnel evaluation.

H. Performance Responsibilities

The School Nurse Aide responsibilities are:

1. Help maintain the health office under the direction of the District Nurse.
  - 1.1 Keep on going inventory of medical supplies.
  - 1.2 Maintain an orderly environment
2. Conduct and/or supervise screenings and immunization programs.
  - 2.1 Organize and/or participate with vision, hearing and other screenings.
  - 2.2 Organize and/or participate in immunization clinics.
  - 2.3 Provide necessary correspondence and referrals to appropriate persons.
3. Perform first aid and health assessments; conduct necessary follow up activities as appropriate.
  - 3.1 Diabetic students - assessing hypo or hyperglycemic episodes.
  - 3.2 Students having seizures.
  - 3.3 Refer suspected communicable diseases such as impetigo, chicken pox, scabies and head lice to appropriate persons.
  - 3.4 Head injuries - notify parents if symptomatic.
  - 3.5 Other first aid duties as they occur.
4. Perform special health needs; catheterizing, sterile fields, bowel programs, infection control, oxygen, tube feeding, etc.
5. Administer medications and maintain records as needed.
  - 5.1 Evaluate students for possible medication side effects.
  - 5.2 Assess need for prn medication
6. Maintain records and perform clerical work as appropriate.
  - 6.1 Assist district nurse in writing Individual Health Care Plans and related follow through.
  - 6.2 Monitor, review and update immunization records.

- 6.3 Assist with the preparation of nurse reports for the department of health/district attorney.
- 6.4 Follow up with parents when appropriate any correspondence sent from the Health Office.
7. Communicate with students, parents, staff, community and medical personnel on health issues.
  - 7.1 Instruct parents on medical and health issues.
  - 7.2 Discuss suspected child abuse with social services and/or appropriate staff.
  - 7.3 Educate teens about health risks re: self-tattooing, taking over the counter stimulants, sexual activity etc.
  - 7.4 Conduct classroom lessons on various health issues.
8. Assist with staff CPR and First Aide training and related record keeping concerning ongoing certification.
9. Participate as member of the First Response Team.
10. Confer with District Nurse as needed.
11. Help staff plan for medication administration on field trips.
12. Maintain confidentiality of records and privacy of students.
13. Participate in the review of injuries or accident reports with staff.
14. Performs such other duties as the District Nurse and/or administrative team determine.

CROSS REF.: 526, Staff Evaluation

APPROVED: July 25, 2005