

SCHOOL HEALTH AIDE

DISTINGUISHING FEATURES OF THE CLASS: This is non-professional work supporting a school nurse in the delivery of health services to students. Responsibilities include providing support to students accessing health services, including assisting the school nurse with routine screenings and maintaining accurate school health records. The work is performed under the direct supervision of a Registered Nurse (Schools). Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists school nurse in physical, visual and auditory screening examinations by setting up facilities, monitoring students and recording examination observations;
Administers emergency first aid within school guidelines;
Stores and dispenses student medications under the supervision of the school nurse, in strict accordance with doctor's prescriptions and New York State Education Department guidelines;
Follows established school procedures for care and reporting of injuries and illnesses;
Files and/or records information in paper or electronic student health files;
Ensures accuracy and confidentiality of health related data;
Completes hearing, eyesight and medical report forms from screening records for distribution to parents;
Oversees the inventory and maintenance of health office equipment and supplies;
Contacts parents to discuss health problems, absenteeism, accidents or related problems;
Consults with the Registered Nurse (Schools) to address complex or unusual issues;
May assist with immunization clinics by recording vaccinations, preparing students and maintaining order;
May discuss health records with guidance counselors, physicians, insurance carriers, etc.;
May provide file information for accident reports and insurance claims.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Working knowledge of routine health care techniques and their application in a school setting; working knowledge of office clerical procedures; working knowledge of first aid techniques and skill in their application; ability to make concise oral and written reports concerning health office activities and findings; ability to keep accurate records; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with students and others; ability to use health records system software*.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and:

1. One (1) year of experience assisting in office work and patient-contact services in a health facility, clinic, physician's office or similar setting; or
2. Possession of a license to practice as a Licensed Practical Nurse or Registered Nurse or possession of an Emergency Medical Technician Certificate.

(over)

* To be demonstrated during the probationary period.

SPECIAL REQUIREMENT: Completion of an approved basic first aid course before the end of the probationary period. It is the responsibility of the appointing authority to ensure the course is completed.