

Canfield Local Schools Job Description

Position: School Health Care Aide

Reports to: Building Principals

General Responsibilities: To provide health care services, including clinical assessments of students and staff; offers clinical nursing care services as appropriate; secures and administers student medication; maintenance and review of student health care records, including immunization compliance; provides health care education to students and staff.

NOTE: The below lists are not ranked in order of importance

Specific Responsibilities:

1. Promote good safety and health practices and procedures
2. Conduct hearing, vision, scoliosis, and blood pressure screenings, and make referrals as appropriate
3. Maintain up-to-date health records for students
4. Assume responsibility for injured or ill students
5. Act as health consultant for teachers, students, curriculum, school, health and community agencies
6. Act as liaison between school district and the medical community
7. Authorize exclusion and re-admission of students in connection with infectious and contagious diseases
8. Dispense medication or delegate according to Ohio Revised Code with appropriate training, demonstrations, supervision, and evaluation
9. Assist in disease control programs by enforcing local and state immunization laws, screening for lice and other communicable diseases
10. Assist with individual health care plans for students with special health care needs, and in-service staff as needed
11. Monitor school environment for safety
12. Act as consultant, health educator and counselor to promote disease prevention and healthy lifestyles for students, staff and parents
13. Provide leadership for school and community health issues
14. Act as student advocate
15. Keep records and emergency contact information updated including the student information system
16. Observe ethics of the nursing profession; exhibit professional behavior, emotional stability and sound judgment, and maintain confidentiality
17. Provide staff with necessary student health information on a need to know basis, e.g., health restrictions

18. Report all cases of child abuse and neglect to the proper authorities
19. Maintain respect at all times for confidential information, e.g., medical records, prescription medicine, IEP's

Other Duties and Responsibilities:

1. Refer students in need of medical and dental care to the proper local agency
2. Provide individual and group health counseling to students and parents
3. Coordinate dental health program and screenings as needed
4. Perform other duties as assigned by the building administrator

Minimum Qualifications:

- BCI&I and FBI check
- Educational Aide Permit
- A Current *Registered Nurse* or *Licensed Practical Nurse* with certification at administer medications
- Certificated in CPR

Required Knowledge, Skills, Abilities:

- Ability to work effectively with others
- Organizational and problem solving skills
- Nursing procedures as covered by Ohio Revised Code
- Possess good health and the physical ability to perform the functions of the position
- Willingness to be trained in first aid and other areas as required
- Ability to assume responsibility and work cooperatively with others
- Ability to work constructively and positively with students

Equipment Operated:

- Computer and related equipment
- Audiometer
- Sphygmomanometer
- Vision acuity screen
- Wheelchair
- Eye chart
- Telephone
- Copy machine
- Fax machine
- Scales
- Stethoscope

Additional Working Conditions:

- Exposure to blood, bodily fluids and tissue

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- Occasional interaction among unruly children and disgruntled adults
- Interruption of duties by student, visitors, staff and/or telephone
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds, e.g. paper boxes, deliveries of supplies and equipment
- Occasional repetitive hand motion, e.g., computer keyboard, typing, calculator writing
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop