

## **HEALTH ASSISTANT/LPN**

**REPORTS TO:** Licensed School Nurse/Principal/Supervisor Support Services

**JOB SUMMARY:** Under the direction of the licensed school nurse, to provide health services including maintaining health records and administration of oral, topical, injectable and rectal or other emergency medications to safely maintain health and wellness in the school environment.

### **RESPONSIBILITIES:**

1. Perform routine first aid and care to students according to standard Red Cross first aid procedures and to apply techniques for illness and injury as outlined in written district procedures.
2. Observe and communicate student health concerns with school nurse, parents, teachers, principals and others as needed so they are aware of concern.
3. Prepare and maintain student health records following school district guidelines.
4. Under the supervision of the school nurse, conduct hearing, vision and scoliosis screening and assist in verifying and updating immunization programs.
5. Monitor student attendance records and call on parents to account for student absence.
6. Maintain appropriate inventory levels. Order supplies and maintains the health office in a safe and clean fashion.
7. Administer oral, topical and injectable and rectal medications to appropriate students as prescribed by specific procedures and according to district policy. (Injectable medications may include: insulin, glucagon, epi-pen or other emergency medications.)
8. Participate in round-up activities in conjunction with the school nurse.
9. Ensure first aid kits are adequately equipped and in appropriate locations.
10. Observe and control student behavior.
11. Perform occasional tasks such as typing, filing, copying and answering general questions on the telephone when assigned health service tasks are complete.
12. Provide other related services as directed by school nurse.

## **KNOWLEDGE AND SKILLS:**

- 

## **MINIMUM QUALIFICATIONS:**

- Current LPN licensure to be maintained by employee throughout employment in position.
- Ability to work under the direct and indirect supervision of the Licensed School Nurse.
- Must possess current adult and child CPR and first aid certification and keep current throughout employment in position.
- Ability to communicate effectively on appropriate level.
- Ability to observe and record accurately.
- Ability to work cooperatively with children and adults.
- Ability to acquire knowledge of school emergency procedures, school health program.
- Ability to maintain confidentiality.
- Good physical condition.
- Ability to establish and maintain positive working relationships with students, parents, staff and community.
- Ability to meet federal/state guidelines (where appropriate) and/or to successfully complete specified in-service courses.

## **DESIRABLE QUALIFICATIONS:**

- 

**SALARY RANGE:        \$13.13 - \$15.13**

**BARGAINING UNIT:    Educational Assistants**

Revised: 4/17/01