

**AMBOY COMMUNITY UNIT SCHOOL DISTRICT #272**  
**Job Description**

**Job Title:** HEALTH AIDE  
**Reports To:** Building Principal  
**Approved By:** Board of Education  
**Approved Date:** July 2008

**QUALIFICATIONS:** To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

**ESSENTIAL DUTIES AND REPONSIBILITIES** include the following. Other duties may be assigned.

1. Assess physical examinations and immunizations on health records.
2. Conduct health screenings.
3. Identify and refer students in need of health, medical or dental care and follow up to ascertain if appropriate action was taken.
4. Provide health counseling for parents, students and staff regarding illnesses, physical defects, health problems and potential health problems.
5. Help modify educational programs to meet health needs of individual students.
6. Advice teachers on health matters; particularly health problems, communicable diseases and special health needs of students.
7. Give medications to students each day for temporary illnesses or long-term use. Monitor use of inhalers by students with asthma.
8. Assume care for students or staff members who have suffered injury or emergency illness by administering first aid in accordance with standard first aid procedures and school board policy, including the Blood Borne Pathogens Policy.
9. Complete and review all accident forms and inform the principal of severe injuries and accident-prone areas within the school and its environment.
10. Participate with staff in developing and implementing the total school health program.

**Continued**

### **Health Aide**

11. Authorize exclusion and re-admission of students with infectious and contagious diseases.
12. Report suspected child abuse cases as required by statute and district policy.
13. Determine whether or not a student should be sent home, and inform parents of illnesses or health related problems.
14. Assist office staff in record keeping and safety when dismissing students during the school day.
15. Record health information and immunizations on the computer for all students.
16. Complete yearly update of medical health alert information on each student, and adhere to HIPPA requirements.
17. Log information on the computer for Medicaid students who are injured, having health problems, taking medications or inhalers for the Illinois Medicaid Free-For-Service Program.
18. Organize periodic need-based head lice checks. Provide teaching and instruction each parent involved with an infected student.
19. Assist with hearing and vision screenings by setting dates and organizing students.
20. Assist in main office, if needed.
21. Order supplies for health room.
22. Call district sub-caller in case of illness or personal day.

### **RISK MANAGEMENT**

- a. Ensure that the district is in compliance with State health laws.
- b. Work to reduce student exposure to communicable diseases and other health and safety problems.
- c. Assist students with specific health and safety needs.