

HEALTH ROOM AIDE

500.44

REPORTS TO:

Principal

District Nurse Coordinator

GENERAL SUMMARY OF POSITION:

The health room assistant works with the school health program as determined by the administrator and the district nurse coordinator. The scope of responsibilities will vary according to the student populations health needs. When the district nurse coordinator determines that certain tasks may be delegated to the health room assistant, such delegation shall be under the direct or indirect supervision of the district nurse coordinator and consistent with the Wisconsin Board of Nursing Regulation.

RESPONSIBILITIES:

The principal and the district nurse coordinator assign responsibilities to the health room assistant under the provision of the Wisconsin Nurse Practice Act.

Assisting in health care activities in student health room

- Provides basic first aid care.
- Assists with monitoring, reporting and documenting student health related information appropriately.
- Reports major health concerns to the school principal and/or district nurse coordinator within appropriate time limits.
- Reports or records all illnesses and injuries for professional review, care and/or follow-up by the district nurse coordinator and the school administrator.
- Maintains immunization and other student health records.
- Administers medications and carries out nursing procedures as delegated by the district nurse coordinator after having received the required training. This includes monitoring and administering injections.
- Maintains a clean, orderly and attractive health room.
- Maintains inventory of health room supplies/emergency equipment.
- Maintains confidentiality on student information.
- Contacts parents of ill or injured children in a timely manner.
- Follows the rules and regulations of HPPA.

Performing clerical functions

- Records health information.
- Maintains an up-to-date master file of student health emergency information, etc.
- Sends notices to parents, tabulates returns and follows-up on non-respondents.
- Provides ongoing communication to the district nurse coordinator regarding the status of health notices.

- Distributes information, forms, etc., to teacher and administrative staff.
- Initiates and distributes accident reports according school policy.
- Checks all student files for state requirements of immunizations. Notify those who need further immunizations and complete state report each year.
- All other duties as assigned.

Minimum Qualifications

- Possess a high school diploma or its equivalent.
- Demonstrate sound judgment.
- Ability to communicate with verbal and written language.
- Experience in the care of the school-age child.
- Respect and protect the confidentiality of students, staff and families.
- Be willing to accept nursing supervision.
- Demonstrate clerical proficiency; ability to learn new programs (SASlpx database; word processing).
- CPR and Defibrillator certification by American Heart Association standards.
- American Heart Association first-aid certification or equivalent, if required.

Recommended Qualifications

- Post high school education
- Office skills, such as typing, computer literacy and filing.

TERMS OF EMPLOYMENT:

As per contract.

Adopted by the School Board on May 22, 2007