



**Position:** School Health Aide

**Department:** Medical/Cashton School District

**Reports to:** Clinical Director

**Status:** Non-exempt

**Summary:**

Provides health services under the direction of a licensed nurse in a school setting. Provides basic First Aid and delegated nursing services for students' safety, comfort, personal hygiene, basic mental health, and protection; responsible for protecting students' rights.

**Duties and Responsibilities:**

- Assist school nurse to conduct routine screenings.
- Assist with recording and administering scheduled and as needed medications to students.
- Assists in administering emergency medications such as school supplied epinephrine, naloxone, and albuterol. Includes other emergency medications prescribed for individual students (as trained and delegated by the school Nurse) according to licensed healthcare provider's orders and District or Health Services (HS) policies/procedures.
- Performs specialized procedures as trained and delegated by the school Nurse, including diabetic glucose monitoring, carbohydrate counting, insulin dosage calculation, small-volume nebulizer treatment, urinary catheterization, tube feeding, etc.
- Monitors student health/safety during assigned period(s) in school environments (i.e., nurse office) which may include physical.
- Renders basic first aid and emergency care to students for illnesses, injuries, and life-threatening situations
  - Initiates first aid and/or cardiopulmonary resuscitation (CPR) to save lives; uses and Automated External Defibrillator (AED) as indicated.
  - Activates 9-1-1 to mobilize first responders (police, fire, and/or ambulance) in life-threatening emergencies.
- Notifying appropriate staff and parents when health related incidents and accidents occur.
- Collaborating with parents and students to promote the prevention and control of illness and disease.
- Serves as the school-based health and safety designee; reports unsafe conditions to site administration.
- Stocks and reorders first aid supplies (i.e., band-aids, Q-tips, over the counter medications, etc.).
- Prepares, organizes, and maintains accurate health records/reports on District forms and according to district policies/procedures.
- Reviews, record students' medical and health information in the student information system and electronic medical records database.
- Tracks and reports blood borne pathogen exposure incidents to School Nurse and site administrator.
- Report to work as scheduled.



- Other duties as assigned.

### **Qualifications**

The individual must respect the confidentiality of student information while performing job duties and to establish and maintain effective working relationships with students, teachers and parents/guardians, school administration and school nurse. The individual must also possess exceptional understanding of Wisconsin Department of Public Instruction School Nursing and Health Services requirements and the ability to constructively participate in coordination of student services. This position includes having to meet deadlines, deal effectively with pressures and stress and author reports and correspondence. Intermediate math skills and legible handwriting is necessary. Quality accuracy, thoroughness, timeliness, and reliability of work performed are essential. The individual must have a valid driver's license, be insurable and provide own transportation.

### **Education**

A high school diploma or GED certificate minimum. Special consideration will to individuals with prior work experience as a health assistant, personal care technician or similar medical profession.

CPR certification required within 30 days of employment.

### **Computer Skills**

The individual must possess a working knowledge of computers and demonstrate the ability to learn student health services management and SBCHC electronic health record systems.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations to individuals with disabilities to perform the essential functions.

- Work may require sitting or standing for extended periods of time; also stooping, bending, and stretching.
- Occasionally lifting twenty-five pounds or more
- Requires manual dexterity sufficient to operation a keyboard, telephone, copier, and other such equipment.
- Possesses sight and hearing senses to function adequately to meet the requirements of this position.

### **Work Environment**

Work is mostly indoors, and most days are spend working directly with students. Interactions with others is frequent and interruptive. Work may be stressful at times. The noise level in the work environment is usually moderate.

### **Acknowledgement**



This job description describes the general nature and level of work performed by employees assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. All requirements are subject to change over time to accommodate individuals with a disability.

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Employee Signature

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Date