

Health Room Aide Job Description

Purpose: To assist the school nurse in providing health services that enable students with healthcare concerns to participate safely in the educational setting.

Responsible to: School Nurse and Principal

Salary: Instructional Support Hourly Rate Schedule, Level 3

Classification of Employment: Non-Exempt

Date: July 2019

Qualifications:

1. High school diploma or equivalent.
2. Current First Aid and CPR certification.

Essential Functions:

1. Knowledge, Skill and Abilities

- a. Utilizes protocol developed by school nurse as basis of care for students and staff.
- b. Assist in facilitating the personal, social and physical development of students.
- c. Assist in establishing a safe and healthy learning environment.
- d. Ensure that all activities conform to district guidelines and health department regulations.
- e. Communicate effectively with members of the school district and community.
- f. React to emergencies calmly, to change productively and handle other tasks as assigned.
- g. Support the value of health and education.
- h. Support the philosophy and mission of Derby Public Schools.
- i. Comply with all school policies, rules and regulations.

2. Physical Requirements/Environmental Conditions:

- a. Requires the physical strength to occasionally assist in lifting students.
- b. Requires the physical agility and strength to perform in emergency situations, such as CPR or Heimlich maneuver.
- c. Requires the ability to sit and/or stand for prolonged periods.
- d. Requires the ability to stoop, bend and reach.
- e. Must be able to work in noisy and crowded environments.
- f. Requires regular attendance and/or physical presence at the job.

General Responsibilities:

1. Assist in the daily routine of the health room under the direction of the school nurse.
2. Follow procedures and protocols developed by the school nurse when caring for students and staff in the health room.
3. Provide first aid to students and staff.
4. Notify parent/guardian of ill or injured students.
5. Maintain confidentiality in the school and community.
6. Communicate health concerns to the school nurse on a daily basis.
7. Administer daily and emergency medication as delegated by school nurse.
8. Assume authority to provide emergency care for ill and injured students if school nurse is not present until emergency personnel arrive, under the supervision of the building administrator.
9. Conform to board policy and health department guidelines on exclusions and readmissions.
10. Document and maintain health records.
11. Perform clerical work in the health room as designated by school nurse.
12. Perform initial vision and hearing screenings after certification.
13. Practice using standard precautions.
14. Conform to OSHA Bloodborne Pathogen Standards.
15. Adhere to all district health and safety policies.
16. Perform other duties as delegated by the school nurse.
17. Other duties as assigned by the school administration and/or the Director of Special Services, which are consistent with the general requirements and qualifications for the position.