

Amador County Unified School District
HEALTH SERVICES ASSISTANT

DEFINITION

Assess and provides routine and urgent first aid, distribution of medications and treatment of minor ailments/physical conditions to students as authorized by education code, policy, level of certification and training by a license health care professional. Performs recurring clerical duties associated with setup and maintenance of health records and other files. Assist with health screening and documentation of test results and processing routine transactions.

PRIMARY DUTIES AND RESPONSIBILITIES

The Health Services Assistant provides urgent, minor treatment of injuries, illnesses and physical conditions and assists with documentation of student records. Appointment to this position requires individual competency through formal training in first aid, CPR, basic medical protocols and records.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assesses the priority and acuity of medical situations and applies appropriate first-aid and/or cardio-pulmonary resuscitation (CPR). Documents incidents and informs a school nurse, paramedic, administrator and parent/guardian of actions taken. Follows emergency 911 protocols.

Administers first-aid and assist ill or sick students, contact school nurse, parent, teacher and/or emergency facility when appropriate.

Monitors students with health conditions that require periodic observation and administration of regularly scheduled medications, all according to written prescription, protocols, and instructions.

Administers medications according to prescription and protocol. Logs data such as, but not limited to, time and nature of medication. Ensures that medicine cabinets are secure. Monitor expiration date on medication and medical authorization forms.

May assist a nursing professional in health screens such as, but not limited to, hearing, dental or vision. Record test data and enters information to student data records.

Ensures that health and first-aid supplies are properly inventoried and at sufficient levels. Distributes supplies as needed.

Prepares and maintain documentation (e.g. daily logs medication logs, accident reports, student visits and actions taken) for the purpose of providing written support and /or conveying information.

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Sets up maintains files as directed. Assembles, collates and prepares materials for distribution. Posts information onto manual and computerized records and files using established formats and forms. May be required to perform arithmetic calculations.

Reports suspected vision and hearing problems to the school nurse. Refer students requiring further medical attention for the purpose of providing needed medical or dental treatment, counseling etc., to the school nurse.

Consult with the school nurse when reporting students with contagious disease for the purpose of minimizing infection and complying with the law.

May perform procedures that include toileting, anaphylactic injections and other activities similar in nature under the appropriate level of school nurse supervision.

Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

- This position requires working knowledge of medical terminology, first-aid, CPR and common illness.
- Requires a working knowledge of medical documentation, privacy requirements and procedures for student medical files.
- Requires sufficient communication skills to greet and deal cooperatively with students, parents and school site staff.
- Demonstrates the capacity to exercise patience in stressful situations.
- Requires sufficient language skills to document work activity and use basic medical terminology.
- Requires the ability to learn, understand, and apply district policies, procedures and rules.
- Requires the ability to read and interpret basic instructions for medications and treatments.
- Requires the ability to administer medications and urgent care procedures.
- Requires the ability to operate standard office equipment.
- Requires the ability to protect the privacy of students information.
- Requires the ability to successfully complete on-site, RN-guided training or the equivalent.
- Incumbent must be able to function effectively indoors and outdoors in an office exam room environment engaged in work of a moderately active nature.
- Requires sufficient arm, hand, finger dexterity and strength to assist ill or injured students.
- Requires visual acuity to read words and numbers and to reach and pull materials from files and shelves.
- Requires speaking and hearing to communicate in person or over the phone.
- Requires the ability to perform all aspects of the position.

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EDUCATION AND EXPERIENCE

High school diploma or equivalent.

First-aid and CPR certificates.

May require a valid driver's license.

SALARY LEVEL AND WORK DAYS

Salary Range 19, 192 Work Days (180 School Days and 12 Holidays)