

SCHOOL HEALTH AIDE

DISTINGUISHING FEATURES OF THE CLASS: This is non-professional work assisting nurses in providing health services to school students. Incumbents assist and monitor students seeking health service, assist physicians and nurses in routine health related screenings and maintain records of pupil health services. The position differs from that of a Registered Professional Nurse (Schools) or School Nurse-Teacher since there is no responsibility for classroom instruction, application of professional nursing skills or guidance of students or parents. The position is closely related to a School Health Clerk but is not significantly involved with clerical processes. Incumbents may also assist in the administration of the compulsory education and related laws pertaining to things such as issuance of working papers, athletic physical examinations and insurance records. The duties are carried out under the direct supervision of School Nurse-Teachers or Registered Professional Nurses (Schools). Supervision of others is not a function of the position. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists school physician and/or nurse in physical, visual and auditory screening examinations by setting up facilities, monitoring students and recording of examination observations;
Administers emergency first aid within school guidelines;
Stores students' medications and may dispense them in accordance with their doctor's prescription, instructions and in accordance with New York State Education Department guidelines under supervision of school physician and/or nurse;
Follows established school procedures for care and reporting of injuries and illnesses;
Files and/or records information in cumulative health files of students;
Fills out hearing, eyesight and medical report forms from screening records for transmission to parents;
Maintains and inventories health office equipment and supplies;
Telephones parents regarding health problems, absenteeism, accidents or related problems;
Consults with School Nurse-Teacher and/or Registered Professional Nurse (Schools) regarding unusual or difficult problems;
May aid with immunization clinics by recording inoculations, preparing students and keeping order;
May discuss health records with guidance counselors, physicians, insurance carriers, etc.;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Working knowledge of routine health care techniques and their application in a school setting; working knowledge of office clerical procedures; working knowledge of first aid techniques and skill in their application; ability to make concise oral and written reports concerning health office activities and findings; ability to keep accurate records; ability to follow detailed oral and written instructions; ability to establish and maintain comfortable working relationships with students and others.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, completion of an approved basic first aid course* and, either:

(over)

1. One (1) year of experience assisting in office work and patient-contact services in a health facility, clinic, physician's office or similar setting; or
2. Possession of a license to practice as a Licensed Practical Nurse or Registered Nurse or possession of an Emergency Medical Technician Certificate.

***NOTE:** Completion of an approved basic first aid course is not a mandatory requirement for original appointment. However, if not done prior to appointment, such course must be completed during the probationary period.