

*Job Responsibilities: School Health Aide*

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- Maintain student confidentiality in accordance with FERPA/HIPPA.
- Administer medication, monitor medication orders and document medication given, including emergency medications.
- Provide First Aid interventions as needed and document all medical concerns.
- Follow up, document in SchoolCare and report; severe injuries, illness, unexcused absences or unusual incidents to the principal and nurse.
- Assist RN as needed after injuries or illness. Phone parents of students for updates and document. Report to school nurse and principal if necessary.
- Assist school staff, as needed, with completing State Injury Reports.
- Assist the school nurse in contacting parents for updated health plans/medication forms.
- Assist school nurse with communication of health issues, upcoming trainings, etc.
- Assist, as needed, school staff with immunization compliance issues.
- Perform delegated nursing tasks (diabetes care, g-tube feedings, catheterizing, etc.) as trained by the school nurse.
- Assist, as needed, the school nurse in scheduling and documenting health screenings.
- Collect documentation logs monthly from teachers of students with health plans. Upload into KidsCare.
- Assist secretary with gathering completed Benchmark vision forms from teachers. Pouch vision forms to your school nurse.
- Be responsible for maintaining neat and orderly health room: maintain inventory of supplies and materials. Request supplies from Jeanna Sorensen ([jeanna.sorensen@ccsdut.org](mailto:jeanna.sorensen@ccsdut.org)) in the nursing department as needed.
- Provide direct support to students with accommodations, i.e. toileting, diabetic checks, transitions, etc.
- Assist with other health situations (seizures etc.) as requested by school nurse.
- Attend mandatory trainings.
- Communicate with RN for daily questions and concerns. Meet with nurse weekly.
- Report to school nurse for evaluation, day off request and illness.
- Set up medications needed for field trips/organize forms.
- Inform teachers each beginning of the school year/trimester on students with health care plans, how to find the student's IHP and important information they need to know on the plan.
- The school health aide's supervisor is the RN over the school. Each health aide is required to have clinical training and consultation with the RN assigned to the school. The District RN oversees and directs all health care plans and interventions. School health aide's report directly to the RN on all health issues and information.