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# SCHOOL HEALTH AIDE

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**Job Title:** School Health Aide

## Qualifications

- High school diploma or equivalent
- Satisfactory completion of a first aid course within the last three years.
- Ability to communicate well with school age children and school personnel.
- Verbalizes and demonstrates a commitment to a healthy lifestyle.

## Reports to:

- RSU 40/MSAD 40 District nurses
- Director of Special Services

## Purpose

- To provide first aid for students as needed.
- To perform tasks related to the implementation of School Health Services.

## General Information

1. Orientation will take place at the beginning of employment.
2. Dress is to be neat and appropriate.
3. Absolute confidentiality will be maintained in regard to any information obtained from students or their health records.
4. Evaluation will be completed within the first six months of employment and annually thereafter. Evaluations will be completed by the district nurse/s.

## Key Responsibilities

The School Health Aide assists the district nurse/s with the following:

1. Provision of basic first aid for students and staff.
2. Administration of medications upon completion of the RSU 40/MSAD 40 Medication Administration Course (taught by the district nurses).
3. Assistance with maintenance of first aid records.
4. Assistance in maintenance of health records for all students, K-12.
5. Assistance with School Health Screenings.
6. Assistance with inventory and ordering of school health supplies.
7. Provision of specific health care procedures after training (i.e. urinary catheterization, suctioning, etc.).
8. Reporting to the nurse problems of an immediate or emergency nature. In the absence of the nurse, the report will be given to the building administrator.
9. Participate in training to continually upgrade skills needed for this position.
10. Other duties as assigned

## Classification (compatible with Educational Technician I, II, III)

School Health Aide #1	No certified medical training
School Health Aide #2	Certified as CNA or CNA Med Tech
School Health Aide #3	Licensed medical training, i.e., LPN, RN

**Terms of Employment:** As determined annually by the District

**Evaluation:** This will occur once at the end of the probationary period, thereafter, annually by the District Nurses

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To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.