

## **SCHOOL NURSE ASSISTANT**

### **DEFINITION**

Under supervision of the Health Services Specialist, to perform specialized health services in regular education and special education programs within the framework of school laws and District policy; to communicate with parents, school site and District personnel on health related matters; to assist with training of Health Office Aides; to assist with medical screening of students; to disseminate health information; to provide emergency medical care; and to do related work as required.

### **EXAMPLES OF DUTIES**

Perform specialized health procedures, as trained and assigned; i.e., suctioning, tube feeding, catheterization; train and provide emergency medical care, i.e. Diastat, Epi-pen, and Glucagon in the event of serious illness or accident; dispense and administer medication pursuant to physician's instructions; administer first aid and medication, as indicated; admit students to Health Office and supervise; contact parents regarding ill students; record dispositions of student complaints or injuries; monitor compliance with and prepare and maintain reports/records of mandated screenings, Section 504 plans, and immunizations (i.e., TB, immunizations, school entrance physicals, hearing, vision, Child Health and Disability Prevention [CHDP], etc.); assist in health clinics; assist in health related training for Health Office Aides and other school staff; assist in providing appropriate health instruction to students; maintain professional competence through continuing education course work or experience; and perform other related duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge of**

Needs of medically fragile students, correct medical procedures for specialized health needs; first aid procedures/emergency medical treatment; record keeping; confidentiality laws relating to student records; community health resources; correct English usage, spelling, grammar and punctuation; general concepts of childhood growth and development, childhood behavior characteristics, and health services in public school.

#### **Ability to**

Perform specialized health care procedures; take responsibility for supervising students; render first aid/emergency medical treatment; deal effectively with parents; speak clearly and distinctly; deal with stressful situations in a calm, professional manner; dispense and administer medication pursuant to physicians instructions; demonstrate patience, warmth, and liking for children; perform routine clerical duties; understand and carry out oral and written instructions; maintain District-approved First Aid and CPR Certificates; and travel to various sites in personal vehicle.

Experience

Three years of experience working in the health field, i.e. Health Office Aide, Medical Assistant, Nursing in a hospital, clinic, or school environment that has provided the applicant with the knowledge and abilities listed above. Previous experience in dealing with school age children is preferred. Some clerical/record keeping experience is preferred.

Education

Completion of the twelfth grade.

Physical Performance Requirements

Light: Standing, sitting, or walking much of the time with some bending, stooping, squatting and twisting. Light lifting, carrying, pushing, pulling frequently involved. Safely assist in student positioning.

Licenses

Possession of a Licensed Vocational Nurse Certificate (LVN), Licensed Practical Nurse (LPN), or Registered Nurse (RN) License.  
Possession of a valid and appropriate California Driver's License.

Board Approved: February 14, 2012