**Health Assistant**

Reports to – School Nurse/Health Coordinator

To assist the school nurse in providing students with health assistance and ensuring that the school district meets local, state and federal health regulations.

**PERFORMANCE RESPONSIBILITIES**

1. Assist the principal with the detection of head lice and other social problems
2. Provide training to the staff and parents with detection, prevention and treatment of head lice
3. Maintain accurate health records in Infinite Campus
4. Inform parents of regulations regarding students’ health records
5. Perform basic first aid procedures
6. Notify parents when student experiences health problems so that parents may pick up student at school and receive proper treatment
7. Assist in emergency treatment for students and staff
8. Maintain confidentiality when dealing with district health problems
9. Complete annual health report and all other reports or records as required
10. Store and administer medication to students as directed by parent/guardian
11. Perform medical and health related services to students with special health related services
12. Maintain clean, orderly, safe health offices
13. Administer vision screening for 3rd and 6th grade
14. All other duties assigned by Health Coordinator or Superintendent
15. Oversee diabetics/testing and admin insulin
16. Assist Triad
17. Organize with Heath Department Go365
18. Assist with organizing CPR training for staff
19. Order supplies for health offices
20. Assist with Health Coordinator meetings
21. Make sure 1st aid kit, supplies and medicines are ready for field trips
22. Assist with overseeing health budget
23. Assist with Medicaid billing

**PHYSICAL DEMANDS**

Must be able to handle the stress of working with students who are ill or injured; must be able to move an injured student if necessary; must be able to drive between buildings and transport students in car in an emergency.

**MINIMUM QUALIFICATIONS**

1. High School Diploma
2. Special skills: Record keeping, medical treatment
3. Experience preferred but not required

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: May 22, 2018

 Board Chairperson

Reviewed and agreed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee