

SCHOOL HEALTH AIDE

I. IDENTIFYING INFORMATION

Department of Education	
Division (District): Branch	(Assigned School District)
(Complex Area): Section	(Assigned School Complex Area)
(Complex):	(Assigned School Complex)
Unit (School):	(Assigned School)

II. INTRODUCTION

- A. The Student Support Section provides leadership and support to schools in implementing a Comprehensive Student Support System (CSSS); assures that student support services are available to every student in every school to reduce barriers to learning and facilitate educational achievement; focuses on preventive and developmentally appropriate supports and services to all students; provides for intervention and tertiary services to address students in need; provides program direction and guidance for parent and family support services, early childhood intervention services, secondary school intervention services, psycho- social-emotional services, positive behavior support systems, and student health services.
- B. The purpose of the School Health Services Program is to promote student health and wellness. The focus of the program, which is the prevention of disease, promotion of health as well as maintenance of health in the care of students with chronic illnesses which impact on learning, is determined by the needs of the school and the nature of the total community health effort.
- C. The primary function of the School Health Aide is to provide first aid and emergency care to the school-aged population. The School Health Aide will provide information regarding health problems to the Registered Nurse or RN supervisor. The School Health Aide will provide care and services to enhance the health of this population so as to maximize their educational opportunities.

The School Health Aide is under the general administrative supervision of the School Principal and under the clinical/technical supervision of an assigned Department of Health (DOH) Registered Nurse (RN) or Nurse Supervisor. All references to RN in the position description refers to DOH assigned RN positions.

The School Health Aide's work is performed in the health room of an assigned school.

III. MAJOR DUTIES AND RESPONSIBILITIES 60%

A. Student Care Services

1. First Aid Care of Illness and/or Injury:
 - a. Administers first aid in case of illness or injury such as head traumas, asthma attacks, poisonings, lacerations, seizures, shocks, and burns, in accordance with standard first aid procedures.
 - b. Contacts parent/caregiver to take child home or sends student back to the classroom based on the nature of the illness or injury and the specific situation of the student, following basic first aid guidelines.
 - c. Refers to appropriate resources if care is required beyond that of first aid.
 - d. Initiates CPR or other emergency care when necessary and appropriate.
 - e. Documents and collects data on health room trends of injuries and illnesses, and other related health areas, and reports patterns to the Registered Nurse and Principal.
 - f. May render emergency first aid care to school staff.
2. Administration of Medications:
 - a. Provides the Request for Administration/ Storage of Medication in the School (Form PHN/SH-36) to the parent who will take it to the physician/clinic for completion.
 - b. Administers physician prescribed medications to students under the established policies of the school health program.
 - c. Documents and reports any reaction students may have to medications to the Registered Nurse.
3. Health Status and Follow Up:
 - a. Notifies the Registered Nurse, parent(s), and/or other appropriate personnel concerning health problems identified and any follow up measures taken.
 - b. Conducts periodic and special screening procedures for students as directed by the Registered Nurse.
 - c. Maintains records of screening results and follows up on students as necessary.
 - d. Collects data on the health status of students through observation, record review, and specific screening procedures.

- e. Informs school personnel and Registered Nurse concerning health problems of individuals or groups of students seen in the health room.
- 4. Health Instructions
 - a. May provide health instruction as directed to individual or group of students, such as personal hygiene, tooth brushing, etc., to increase self-care activities.
 - b. Provides on-site training of School Health Aide substitutes as directed by the Registered Nurse.
- B. Health Record Maintenance and Review **30%**
 - 5. Reviews the Student Health Records (Form 14) for compliance with mandatory school entry requirements such as tuberculosis clearance, physical examination, and immunization requirements.
 - 6. Works with parents and teachers to update health information and immunizations according to procedures.
 - 7. Issues all notifications to parents whose children have not met the health entry requirements, according to procedures.
 - 8. Submits the lists of students who have not met the school entry requirements to the Registered Nurse who will submit the list to the DOH Immunization Branch.
 - 9. Discusses with Registered Nurse health information that may indicate health problems.
 - 10. Maintains confidentiality of student health information, according to policy and procedures.
- C. Health Room Maintenance **5%**
 - 11. Maintains a clean and safe health room.
 - 12. Maintains inventory of all health room supplies and equipment.
 - 13. Prepares requests for health room supplies and equipment and submit the request to the principal and/or School Administrative Services Assistant (SASA) for approval.
- D. Other related duties as assigned. **5%**

IV. CONTROLS EXERCISED OVER THE WORK

- A. This position will be administratively supervised by the principal at the assigned school and will be assigned to a Registered Nurse for clinical supervision.
- B. Nature of Supervisory Control Exercised Over the Work
 - 14. Instructions Provided.

The School Health Aide must be able to work independently and to make judgments in the provision of emergency care for illness and injury. The Registered Nurse Supervisor supervises the clinical work of the School Health Aide within the assigned geographic area. The School Health Aide will be administratively supervised by the principal. Since this position functions in the school setting, Department of Education policies are followed where applicable.

15. Assistance Provided.

The School Health Aide seeks assistance from the Registered Nurse whenever clinical instructions or procedures need clarification or there is a need for training. The Registered Nurse is available for consultation by telephone, email and through meetings.

16. Review of Work.

The Registered Nurse checks all clinical work periodically to be sure that it is progressing satisfactorily and that the correct methods and procedures are being followed.

C. Nature of Available Guidelines Controlling the Work Hawaii Revised Statutes and State Administrative Rules

DOE Administrative Rules governing School Entry Requirements DOE Guidelines, Policies and Procedures

DOE Personnel Rules and Regulations Applicable Federal Laws

School Health Policies and Procedures Manual in the Supervision of School Health Aides

DOH School Health Guide

DOE and DOH Coordinated School Health Services Program Manual

V. REQUIRED LICENSES, CERTIFICATION

Possession of a current American Red Cross certification in first aid and cardiopulmonary resuscitation, or equivalent at the time of employment.

VI. RECOMMENDED QUALIFICATIONS

A. Knowledge of:

Have an understanding of basic health knowledge and practices, including communicable and infectious diseases; childhood immunizations and recommended schedules; symptoms of common illness, especially in children through adolescence ages; and a basic understanding of the stages and problems of child and adolescent development.

B. Skills/Abilities:

17. Works independently on routine matters in a non-supervised situation.
18. Understands and follow oral and written instructions.
19. Able to recognize owns limitations, to accept and utilize supervision.

20. Maintains composure and ability to respond quickly and accurately in making decisions in crisis situations by taking appropriate emergency first aid action; administers CPR as necessary.
21. Works with students with special health care needs other than the medically fragile students.
22. Able to establish and maintain sound working relationships with school personnel and community with a focus on the health and welfare of the student.
23. Possesses interest in working with children and speaks and deals effectively with children, including adolescents.
24. Learns to operate various health equipment used in health screening testing.
25. Able to do simple clerical tasks and understands office procedures.
26. Writes simple narrative reports; keeps simple records; and performs basic arithmetic.
27. Maintains confidentiality of information.
28. Maintains neatness and accuracy in work.

C. Education

Possession of a high school diploma (or equivalent) which demonstrated the ability to read, comprehend and apply written directions, a high degree of verbal skill, and the ability to perform basic mathematical computations, including percentages and averages.

D. Experience

One (1) year of continuous work experience involving working with children, youth and adults. The work experience must have demonstrated the individual's ability to work independently with minimal supervision; to follow oral and written instructions; prepare simple reports; and to communicate orally effectively.

VII. TOOLS, EQUIPMENT AND MACHINES

- A. Medical/nursing equipment needed in providing health care of students in school setting.
- B. Standard office machines such as computers, typewriter, FAX machine, duplicating machines.

VIII. PHYSICAL REQUIREMENTS

Must be physically and mentally able to perform the essential functions and duties of the position.

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