

Position Duties

A. General Summary

Under the supervision and direction of the Registered Nurse, assists in providing services to schools that work toward the health and wellness of students and the improvement of health conditions in general. Monitor student health needs and provide appropriate health interventions and services to students by performing school health assistant duties as defined by the psi Health Resource Guide and the Ohio Department of Health.

Assists the Registered Nurse with student's health needs; administers prescribed/over the counter medications and monitors student behavior and reaction to the administration of medication; provides first aid in accordance with established first aid procedures; assists the Registered Nurse in screening programs completes required documentation of health services needed and provided; responsible for health clinic records; responsible for shared health clinic maintenance; promotes relationships between community health providers, students, parents, and school staff.

B. Principal Duties and Responsibilities

1. Abides by all recommendations, policies and practices as instructed by and under the direction of the Registered Nurse.
 - (a) Provides care for health/wellness, illness, and injuries consistent with school policy including emotional support as appropriate.
 - (b) Administers medication in accordance with school board policy, ORC 3313-713, and psi policy.
 - (1) Injectable medication can be administered by Medical Assistants.
 - (2) School Health Assistants may administer epinephrine autoinjectors and medication prescribed for the treatment of diabetic hypoglycemic emergencies and may administer Insulin injections with psi health services management approval and successful completion of additional training, specifically Diabetes Management Level III.
 - (c) Follows the established procedure when new student medications are brought to the clinic.
 - (d) If in doubt of proper course to follow, contact the Assigned Nurse or psi supervisor for guidance.
 - (e) Assists the Nurse with all vision and hearing screenings (and scoliosis if requested). Identify those students requiring a second hearing screening.

- (f) Where necessary, and with the notification of the building principal, refers cases to appropriate professionals and call your psi Supervisor on any suspected child abuse case.
 - (g) Notifies school authorities in the event of serious emergencies.
 - (h) Notifies parents of ill or injured students in accordance with school policy and psi health resource guide.
 - (i) Aids in primary prevention and control of communicable diseases Report as required by the Ohio Department of Health.
 - (j) Ensure all students have immunization records required by the Ohio Department of Health and submit State report under the direction of the Registered Nurse.
2. Special Needs Students
Follows health care plan established for all students with special needs under the direction of the special needs program supervisor
3. Communication / Growth
- (a) Establishes a productive, educational connection with students and a professional relationship with school staff and administrative officials. Establish and maintain a professional relationship with students' parents.
 - (b) Communicates appropriately with RN/Supervisor regarding student care and concerns.
 - (c) Be conversant with *PSI Health Resource Guide*
 - (d) Maintains proper lines of authority and responsibility.
 - (e) Maintains confidentiality of student information.
 - (f) Displays a positive attitude. Responds positively to changes and demonstrates the ability to be flexible in their work environment.
4. Responsible for School Health Records
- (a) Checks health records against school roster.
 - (b) Creates health records for new pupils for whom records cannot be obtained.
 - (d) Keeps current records of new entrants and withdrawals.
 - (e) Assists with securing health and immunization records for new students.
 - (f) Files health records for seniors (or eighth grade students) in their permanent record folder or designated file for incoming students per school policy.
 - (g) Place all student health information in student health record.
 - (h) Checks all student health records for completion of immunizations and recommended screenings.

5. Maintenance of the Health Clinic
 - (a) Document all student visits to the clinic on the student's Individual Clinic Record or electronic health record.
 - (b) Orders supplies in accordance with school policy
 - (c) Establishes and maintains an organized and clean clinic.
 - (d) Reviews emergency medical authorization forms.
 - (e) Keeps all medications in a locked storage place in accordance with ORC 3313.713.

6. Miscellaneous
 - (a) Shall not transport students to an emergency facility but may accompany student in ambulance if requested by school administrators.
 - (c) Does not leave a student unsupervised in the clinic, must be supervised by an adult.
 - (d) Performs other duties as appropriate, assigned by the Registered Nurse.

C. Knowledge, Skills, and Abilities

1. All School Health Assistants must possess a High School diploma; postsecondary education or training preferred. Medical Assistants must possess a Certificate of Completion/Diploma from a Medical Assistant Program.
2. Must pass the psi School Clinic Health Exam.
3. Meet all psi certification requirements (e.g., CPR, First Aid).
4. Knowledge of current school health practices preferred.
5. Possess basic computer skills
6. Effective written and oral communication skills required.
7. Professional and courteous communication is expected at all times.

D. Reporting Relationships

The School Health Assistant works under the direction of the Registered Nurse. Health Staff oversight is provided by Regional Supervisors who evaluate the performance of health personnel. The PSI Health Services Management Team oversees the provision of health services to the schools.