

**DUTIES AND RESPONSIBILITIES
HEALTH SERVICES ASSISTANT OF HEALTH SERVICES**

- Performs routine first aid procedures and screens ill or injured children according to established procedures.
- Refers serious illnesses and injuries to school nurse.
- Screens student records for proper immunizations; alerts parents of needed immunizations and maintains communication until records of immunizations are provided; prepares kindergarten immunization and Tdap audit for state after screening enrollment. Audit report is due to Health Services by October 10th.
- Assists with the preparation and arrangements for health testing programs performed by the school nurse; records student test results; schedules secondary appointments if further testing is required.
- Notifies parents of community based health care providers.
- Completes monthly mandated cost log for elementary only.
- Prepares, distributes and maintains First Aid and Disaster First Aid Kits as directed by the school nurse. Reviews disaster plan with School Nurse and site administrator.
- Maintains, under the direction of the nurse, an accurate updated list of students with health concerns. Copies are sent to: designated school staff and placed in Health Office disaster kit.
- Maintains an accurate list of students exempted from the immunization program.
- Conducts classroom inspections for communicable diseases under the direction of the nurse.
- Calls 911 (“shouts” CALL 911), administers CPR in emergency situations. Refers other emergencies to nurse or administrator.
- Performs a variety of routine clerical duties; types a variety of reports, correspondence, forms, notices and referrals; maintains files and duplicates materials as needed.
- Requisitions office and health care supplies as needed from Office Manager at the site.
- Provides information and assistance to students, parents and others as requested, under the direction of the nurse.
- Assists in the delivery of medication supplied by parent with written orders from doctor and signed consent from parent under the direction of the School Nurse.
- Performs related duties as assigned within classification.

SECTION 1