

## **West Central District Health Aide Job Description**

Title: District Health Aide

Qualifications: High School Diploma (minimum), CNA (or additional) License preferred

Reports To: School Nurse/Building Principals

Approved: November 13, 2024

District Health Aide Responsibilities:

1. Works with District School Nurse to collect and maintain up to date cumulative health records on all students
2. Records health records and office visits in the local student management system, as needed
3. Provides first aid and emergency care to student, school staff, and visitors
4. Carries out delegated nursing tasks for students and staff (for example, diabetic care)
5. Observes students for health, psychosocial and other needs and refers students appropriately
6. Identifies and documents students with health problems and refers students to appropriate resources as necessary
7. Contributes to the development of health care plans and the implementation of plan
8. Maintains emergency procedure information for students and staff
9. Communicates regularly with District Nurse, building principals, staff and parents, as needed
10. Assists in maintaining the health office under the direction of the certified school nurse
  - a. Reviews health records for state immunizations
  - b. Attends to immediate health needs of students and staff
  - c. Renders first aid for injuries and illnesses
  - d. Sends notices to and/or contact parents regarding medical examinations
11. Assists District Nurse in maintenance of confidential records and in performing health-related clerical tasks

12. Transports ill or injured persons to home or hospital when authorized or organizes for such transportation
13. Promotes a healthy and safe school environment by assisting the administration and staff to maintain safe and sanitary conditions throughout the building, reporting problems promptly to the building administrator and correcting or assisting with the correction of those problems.
14. Assists in reporting to parents and staff members on matters related to current physical well-being of students
15. Provide direct support to students, as needed (toileting, diabetic care, transitions, etc)
16. Administer emergency medications, if needed (epi pens, narcan, etc)
17. Maintain up-to-date CPR/AED training certification
18. Travel between buildings/campuses as needed for student or staff needs
19. Assist District Nurse in personal hygiene and care support for students (changing clothes, feminine product education, etc)
20. Participate in district trainings, in-services as appropriate
21. Complete Medicaid reporting in timely manner

This job description in no way states or implies that these are the only duties to be performed by this position. The District Health Aide will be required to follow any other instructions and to perform any other related duties as assigned by, district nurse, district administration or the Board of Education.