

## MENDOTA UNIFIED SCHOOL DISTRICT

**Position:** Health Aide  
**Department:** School Site  
**Reports To:** Site Principal/District Nurse

**FLSA:** Non-Exempt  
Classified

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*This job description is not intended to encompass all duties and responsibilities that may be assigned to or performed by an individual. The job description is intended only to identify the types of duties and responsibilities that can be performed by an individual assigned to this classification.*

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### GENERAL DESCRIPTION

Under the supervision of a school nurse or site principal, to provide a variety of health services to students at an assigned school site. Prepare, maintain student health records. Administer basic first aid as needed. May assist students with specialized health care procedures (caring of colostomies, tube feeding, epi pen, etc.); personal care such as feeding, washing, toileting and changing diapers, asthma treatments, or glucose monitoring. Conduct health inspections on students for head lice or other infectious conditions. Assist in distribution of approved health information and forms. Maintain a daily record of student visits to nurse's office. Complete accident and follow-up reports. Dispense prescribed medication and records medication and treatment given.

### ESSENTIAL DUTIES

- Assist ill and injured pupils by checking temperatures, rendering first aid, dispensing doctor prescribed medication in proper doses, maintaining accurate related logs, provide specialized procedures as required.
- Upon receiving training from a district nurse, may perform a variety of medically related duties including administering medications, tube feeding catherization, etc., in accordance with a physician's written direction dispense medication; may be required to assist students with toileting and changing when necessary.
- May be required to perform first aid/CPR. Maintain first aid supplies for nurse's office and first aid kits for the classrooms.
- Make preliminary arrangements for health screenings and record results of screening tests; screen for pediculosis;
- Performs general clerical tasks as directed
- Checks and stocks first aid kits for classrooms and field trips.
- Assists in maintaining current emergency cards on all students.
- Maintains supplies and cleans the school health office.
- Reviews incoming medication forms to ensure the medication is correct and signed by the doctor.
- Keep daily first aid logs.
- Maintain close communication with school nurse on proper procedures and problems.
- Help maintain health records in cumulative record folders.
- Assist with collecting and reporting information on communicable diseases.
- May assist clerical staff by answering phones, taking messages, and recording absences.
- Utilize a computer terminal or microcomputer to input and retrieve student health record data or prepare reports.
- Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES

#### KNOWLEDGE OF:

- General health and cleanliness.
- First aid and emergency equipment and procedures.
- District health policy and procedure.
- Universal health precautions.
- Proper handling techniques of hazardous materials.

- General office machines including computers/microcomputer.

**ABILITY TO:**

- Administer first aid.
- Function adequately in emergencies.
- Work harmoniously with children.
- Maintain confidentiality
- Apply common sense understanding
- Carry out instructions furnished in written, oral, or diagram form.
- To deal with problems involving several concrete variables in standardized situations.
- Operate simple office machines.
- Learn, understand, apply, and explain rules, regulations, procedures, and policies related to health issues at a school site.
- Speak and write grammatically correct English.
- Work cooperatively with the public, administration, pupils, and fellow employees.

**MINIMUM QUALIFICATIONS:**

- High School diploma or equivalent.
- Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include graduation from high school, or equivalent and specialized training in CPR and First Aid.
- Possession of a current certificate in cardiopulmonary resuscitation (CPR).
- Maintain up-to-date certificates in First Aid and CPR.
- Some clerical experience, including record keeping is preferred.
- Bi-lingual preferred

**WORKING CONDITIONS**

**ENVIRONMENT:**

- Employee in this position will be required to work indoors in a school office/nurses station environment. Employee comes into direct contact with students, staff and public. Potential exposure to communicable diseases and contact with blood and other body fluids. Potential exposure to physical injury from aggressive behavior.

**PHYSICAL DEMANDS:**

- Sit for extended periods of time
- Stand for extended periods of time.
- See and read a computer screen, printed, devices with or without vision aides
- Hear and understand speech at normal levels and on the telephone with or without hearing aids.
- Speak so that other may understand at normal levels and on the telephone
- Enter data into computer terminal, uses standard office equipment and operate a telephone.
- Stand, walk, bend over, stoop, grasp, reach overhead, push pull and move, lift and/or carry 0-20 pounds to waist height.
- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate work related tools and equipment
- Reaching overhead, above shoulders and horizontally.
- Bending at the waist, kneeling or crouching.

Reasonable accommodation may be made to enable a person with disability to perform the essential functions of the job.