

WEST CLARK COMMUNITY SCHOOLS

LPN Aide Job Description

- Job Title:** LPN Health Assistant
- Reports To:** Registered Nurses, Principals and other Administrators
- Qualifications:** LPN or RN licensed in good standing in the state of Indiana, Minimum of 3 years nursing experience preferred, CPR/AED certified.
- Position Goal:** To assist the RN in any manner deemed necessary to help maintain health/wellness/safety of students (and staff) in the educational setting.

Clinic Responsibilities:

- Provides basic first aid for presenting injuries and illness- After properly trained by the RN, the LPN is to perform any nursing duties needed by students to help them maintain their health and well-being. Such duties may include, but are not limited to, dispensing of medication, breathing treatments, urinary catheterization, checking for head lice, dental and vision screening, obtaining vital signs, performing first aid, and other such duties deemed appropriate by administration and supervision.
- Maintain student health records-
 1. Documents daily office visits
 2. Assists in maintaining student immunization records, entering into databases, sending notices/making phone calls to parents of students not in compliance, creates needed reports by specified deadlines
 3. Assists in maintaining student screening records and assists in coordination/scheduling services
 4. Participates in the review and evaluation of the quality and effectiveness of nursing care
 5. Updates any emergency/medical information and keeps RN, teacher, and office staff informed.
 6. Informs parent/guardian, and RN of any significant mishaps at school, esp. head injuries.
 7. Provide documentation as needed for any health concern, needed supplies, medication forms, etc.
 8. Initiate, when necessary, any accident reports regarding students.
- Administer Medications: Assists, supervises, and documents the administration of medications.
 1. Assures correct documentation/release in place for each student
 2. Understanding of condition being medicated
 3. Understanding of medication and possible side effects
 4. Demonstrates safety checks to administer correct meds to correct student at correct time
- Provide assistance and supervision to diabetic students as outlined in the student's IHP.
 1. Supervise blood sugar checks and provide hypoglycemia and hyperglycemia interventions
 2. Supervises ketone checks and counts carbohydrate grams for students
 3. Utilizes Dexcom if applicable or similar devices and
 4. Supervises self-administration of insulin and pumps or administers insulin
 5. Provides Emergency diabetic care
- Provide assistance and supervision to all students as outlined in any Individualized Healthcare Plans, as well as ensuring each student has appropriate plan on file.
- Follows requirements for confidentiality, yet communicates with teachers, office staff, and administrators who need to be aware of health situations. Often entire grade level teachers need to be alert to health situations due to shared responsibilities. Discuss situations with the RN or building administrator.
- Follows proper procedures should an emergency occur at school.
- Maintain an inventory of supplies, being cost conscious and conserving resources, as well as assists with ordering stock. Ensures the appropriate procedures are followed for all orders placed.
- Keeps clinic neat and clean- Responsible for organization
- Maintain at all times a pleasant environment so students feel that they may come to the nurse for anything regarding their health and well-being, that staff feel welcome to send students, and that parents feel confident in the care their student is being provided.

Signature:

Employee: _____ Date: _____