

SPECIFIC ACTIVITIES OF THE HEALTH SERVICES ASSISTANT

The following activities are conducted throughout the school year:

The Health Services Assistant (HSA) will consult School Nurse whenever HSA is not sure of student's condition or student is seriously ill or injured or has any other problem that the nurse should know about.

- I. Assignment - Health Services Assistant will be directly responsible to the school nurse to whom HSA is assigned. All written communication must be approved by the nurse before it is sent out from the Health Office.
- II. Duties - These duties do not constitute the full range of duties of the Health Services Assistant but serve as a guide.

***All activities of the Health Services Assistant must be under the approval and direction of the Certificated School Nurse.**

- A. At the beginning of the year:
 - Stock and distribute classroom and disaster first aid kits.
 - Make health record for new pupils as they enroll. (Double check with your master school list.)
 - Update all health records, as to grade and year.
 - Pull health records of children who are not returning to school and indicate with pencil where child has transferred if known. (These should be sent to the school in the district when the student transfers.) If a student is moving to another district, the health folder should be placed in the cumulative folder.
 - Pull all health records for the nurse to review.
 - Check that name, birth date, date (including year), school, and all identifying information is on every record.
 - Update list of non-immunized students. Keep file in an appropriate place easily available for exclusion purposes.
 - Establish procedure for exchange of health information and student concerns with nurse.
- B. Vision Program:
 - Make list of all children with known vision problems using health folder, health histories, etc.
 - Assist team nurse(s) in group and individual screenings.
 - Record test results on student health records.
 - Mail referral letters to parent of pupils who have failed their screening tests under the direction of nurse.
 - Assist with completion of Annual Reports at the direction of the nurse and submit to Health Services Office (See Section 7).
 - Assist with the completion of the Application For Financial Assistance For Vision Care.
- C. Hearing Program:
 - List all children with known hearing problems using health folder, health histories, etc.
 - See Section 7, Items 2 - 5 under Hearing and Vision Program.

SECTION 1

D. Scoliosis and Type II Diabetes

- Middle School: seventh grade girls and eighth grade boys are to be screened for Scoliosis.
- Middle School: all incoming seventh graders are provided with information for Type II Diabetes. Suspected Child Abuse Reporting:
- Mandated reporting (See Section 9).

F. Immunization Program: (See Section 5)

G. Physical Exams: Child Health and Disability Prevention (CHDP):

- Provide CHDP (1st grade physicals) referral to community based health care providers for low-income families (infant to 18 years).
- Assist in obtaining required CHDP.
- See CHDP Procedure in manual (See Section 8).

H. Oral Assessment:

- Assist in obtaining completion of Kindergarten/1st Grade requirements.

I. At the end of the year:

- Update health records for transfer to middle or high school. Make arrangements to transfer health folders to appropriate school.
- Current Health Concerns to be updated on Q. With nurse's approval, keep a completed copy at your school site and send one along with the Health Folders to the school to which students are scheduled to be promoted.
- Order supplies and forms for the coming year.
- Collect first aid boxes from teachers to clean and refill for fall.
- Return audiometer to Health Services.
- Assist nurse in securing Snellen and other equipment and materials for safe keeping.
- Return all students medication to their PARENT.
- Assist nurse with YEAR END REPORTS.

J. Throughout the year:

- Administer emergency care using authorized procedures.
- Check enrollment status of pupil registration lists and weekly enrollment change reports
- Make appropriate changes on nurse's alphabetical enrollment class list.
- Check registration forms on pupils new-to-the-district with health problems and need for immunizations.
- List pupils new-to-the-district for vision and hearing by the nurse.
- Secure health records of pupils transferring from schools within the district.
- Be certain health records have been updated and inserted into cumulative folder when pupils leave the school. Folders should contain only relevant information.
- Set up an efficient filing and storage system in the health office for supplies, forms, health education resource materials and student records.
- Check and reorder clinical supplies, stationery and forms.
- Restock first aid kits as necessary.
- Complete standardized forms (e-forms) and referral notices as directed by the nurse.
- Evaluate clerical duties for improvement in efficiency and operation.
- Be certain complete data (including year, name, birth date, school and I.D. number) is on every student's record.

***** **DO NOT USE OUTDATED FORMS** *****

SECTION I