

CHISAGO LAKES SCHOOLS, ISD #2144

TITLE: Health Assistant/RN (secondary)

QUALIFICATIONS:

1. Demonstrated aptitude for the work to be performed.
2. Graduate of an approved Registered Nurse program.
3. Current licensure as a Registered Nurse with the MN Board of Nursing.
4. Ability to function with minimum supervision and be able to request professional consultation when needed.
5. Effective oral and written communication skills.
6. Ability to observe, respond, organize and record job activities as well as perform proficient clerical and office procedures.
7. Ability to function as a team member with staff, children and families in a confidential manner.
8. Experience with Microsoft Office Products.
9. Able to lift 50 pounds.
10. Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

REPORTS TO: Principal and Licensed School Nurse (LSN).

PERFORMANCE RESPONSIBILITIES:

1. Provide evaluation and care of students showing signs of illness during the school day. Contact the LSN when further assessment is needed, inform parents and facilitate arrangements to send students home when appropriate.
2. Administer first aid and emergency care to injured students according to their Individualized Health Care Plan and/or Emergency Care Plan and American Red Cross Standards. Contact the LSN when further assessment is needed, inform parents, facilitate arrangements to send students home, and call 911 when appropriate.
3. Administer medications in accordance with School Board policy and state laws.
4. Monitor, perform and record physical care procedures to student with special health needs, (i.e. children with diabetes, asthma, epilepsy, attention deficit disorders and other unique medical conditions) under the supervision of the LSN.
5. Document daily health room activities in our student management system (TIES).
6. Maintain current and accurate health records for students and staff.
7. Secure, evaluate, and record mandated immunization data on each student. Complete and submit the Annual Immunization Status Report to the MN Department of Health.
8. Assist the LSN in planning, implementing and evaluating the recommended screenings for hearing, vision, height, and weight.

9. Document ongoing communicable diseases, special health concerns and environmental hazards, reporting to the LSN, principal and families as directed.
10. Order, manage and maintain health room equipment and supplies.
11. Provide confidential student health related information to school staff and family-child service workers as needed and directed by the LSN or principal, in accordance with data privacy laws.
12. Document and notify proper authorities immediately of apparent child abuse or neglect according to MN Rule 625.556.30.
13. Complete, distribute and file student accident/injury reports as required by district.
14. Complete OSHA reports regarding employee accidents/injuries as required by district.
15. Complete First Aid, CPR, OSHA Bloodborne Pathogen training, medication administration training, and other trainings as determined by the LSN, and follow recommended Universal Precautions procedures at all times.
16. Attend staff development programs as recommended by the LSN or building principal.
17. Perform other duties as assigned by the principal or LSN.
18. Maintain confidentiality as per mandated data privacy laws.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of non-certified personnel.