

*Job Responsibilities: School Health Aide*

---

- Maintain student confidentiality in accordance with FERPA/HIPPA.
- Follow CCSD Policy and Procedures for all delegated and trained health protocols and tasks.
- Administer medication, intake medication and monitor medication orders and document medication given, including emergency medications.
- Provide First Aid interventions as needed and document all medical concerns.
- Follow up, document in SchoolCare and report; severe injuries & illness, unexcused absences or unusual incidents to the principal and nurse.
- Assist RN as needed after injuries or illness. Report to school nurse and principal if necessary.
- Assist school staff, as needed, with completing State Injury Reports.
- Assist school nurse with communication of health issues when directed by the RN.
- Assist school nurse w/scheduling field trip and specialist trainings under direction of nurse.
- Assist, as needed, school staff with immunization compliance issues.
- Perform delegated nursing tasks (diabetes care, g-tube feedings, catheterizing, etc.) as trained by the school nurse.
- Complete daily task schedule at the beginning of each year and update as necessary.
- Contact your RN after an incident of calling 911.
- Collect documentation logs monthly from teachers of students with health plans. Upload into KidsCare.
- Be responsible for maintaining neat and orderly health room: maintain inventory of supplies and materials. Request supplies from Jeanna Sorensen ([jeanna.sorensen@ccsdut.org](mailto:jeanna.sorensen@ccsdut.org)) in the nursing department as needed.
- Provide direct support to students with accommodations, i.e. toileting, diabetic checks, transitions, etc.
- Attend mandatory trainings.
- Communicate with RN for daily questions and concerns if necessary. Meet with nurse weekly.
- For time off follow the *Health Aide Time Off Request Protocol*.
- Set up medications needed for field trips/organize forms.
- Inform teachers each beginning of the school year/trimester on students with health care plans.
- The school health aide's supervisor is the RN over the school. Each health aide is required to have clinical training and consultation with the RN assigned to the school. The District RN oversees and directs all health care plans and interventions. School health aide's report directly to the RN on all health issues and information.