



Health Technician

DEFINITION

Under the direction of the principal and with health direction provided by the School Nurse, assess and provide first aid care to ill and injured students and staff; assist individuals with specialized health care needs; prepare and maintain a variety of medical-related records, logs and files.

DUTIES

- Make preliminary evaluation of ill students, perform first aid procedures and screen ill or injured students within framework of Health Department requirements, school law, and District policies;
- Utilize a variety of health products and supplies in caring for injuries and health needs;
- Provide specialized health care to students as directed;
- Notify parents of student conditions or symptoms as needed;
- Administer first aid in emergency situations and notify nurse, administrator, parents or paramedics as needed;
- Utilize knowledge of student health services for a variety of injuries, illnesses and related symptoms;
- Schedule students for and assist with vision, hearing, scoliosis and dental screenings;
- Schedule follow-up screenings if further testing is required;
- Assist health specialists and other professionals in conducting health screening services as required;
- Administer and/or oversee head lice checks;
- Prepare, maintain and type a variety of health-related records and files including student health records, immunizations, physical exam status, accident reports, communicable disease list and other health reports; prepare correspondence, forms, notices and referrals;
- Maintain health and related files and duplicate materials as needed;
- May update student attendance-related records and files including cum folders as assigned by the position;
- Receive and review student health files incoming from other schools and districts;
- Communicate with other schools as needed to clarify or obtain information as needed;
- Assist in administration of medications according to physician and parent instructions;
- Prepare related documents; communicate with physicians and parents to obtain authorization forms;

- Notify parents of prescription refills as needed; may perform tube feeding, suctioning, monitoring of glucose levels and administration of insulin and diasts, and other specialized health care procedures;
- Maintain the health office in a clean, orderly and safe condition; dispose of biomedical waste and hazards according to established procedures; maintain inventory and order first aid supplies as necessary; prepare and restock first aid kits for classrooms and field trips as assigned;
- Assure students have updated immunization records;
- Review records of new students and notify students of follow-up shots;
- Prepare letters or exclusion notices and notify parents and principal as appropriate;
- Operate a variety of office equipment including a computer and assigned software;
- Use a variety of medical equipment and instruments as assigned;
- May assist in performing attendance-related activities including verifying absences, perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of

- Student health services related to injuries and illnesses.
- District policies, procedures and practices related to health issues, medical terminology and related activities.
- First Aid and age-appropriate CPR techniques.
- Health and safety regulations.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to

- Assess and provide first aid care to ill and injured students and staff.
- Assist individuals with specialized health care needs.
- Exercise judgment in dealing with emergencies and special health needs of children
- Handle emergency situations calmly and effectively
- Prepare and maintain a variety of medical-related records, logs and files.
- Establish and maintain files, records, reports and referrals.
- Understand and follow oral and written directions.
- Meet schedules and time lines.
- Plan and organize work.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Establish and maintain effective relationships with students, parents, and employees
- Read, explain and follow rules, regulations, policies and procedures.
- Apply appropriate care and procedures related to ill or injured students.
- Perform clerical duties such as filing, typing, duplicating and maintaining records.
- Operate computer and medical equipment as required.

Experience

- Two years experience providing health services to children and/or working in a school office

Education

- Graduation from high school

Licenses and Other Requirements

- Valid Advanced First Aid
- CPR Certification
- AED Certification
- Licensed Vocational Nurse

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment for this position includes school office environment with constant interruptions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to stand and reach with hands and arms. The employee is occasionally required to walk; sit; and stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move moderately heavy children. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Good hearing and speaking abilities are required to exchange information in person and on the telephone.

The noise level in the work environment is usually moderate.

HAZARDS

- Contact with blood and other body fluids.
- Potential for contact with blood-borne pathogens and communicable diseases.
- Chemicals including antiseptics and disinfectant.
- Biomedical wastes and hazards.
- Contact with potentially violent students.

Recommended Range: 8.0