

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: HEALTH ASSISTANT – SPECIAL EDUCATION

BASIC FUNCTIONS:

Under the direction of assigned Health Services, staff will provide health services to students with specialized physical health care needs under the guidelines provided by student's medical doctor or school nurse; spends substantial portion of time caring for physical needs of students; when not attending to the specialized health care needs of assigned student(s), may assist certificated employees in providing curriculum instruction and/or may assist the school nurse in his/her duties. Performs related duties as required.

ESSENTIAL FUNCTIONS:

Health Assistants may perform any combination of the essential functions listed below. Any one position may not include all of the duties listed nor do all of the listed examples include all tasks which may be found in positions of this class.

Perform medical procedures according to established guidelines to insure students' health and safety including tracheostomy care, suctioning orally or via tracheostomy, oxygen monitoring, diabetic care and monitoring, seizure care and monitoring, catheterization, colostomy/ileostomy care, gastrostomy feeding and care.

Upon completion of training by the school nurse, dispense medication according to prescribed dosages; record medication and treatment given as required.

Administer emergency First Aid treatment for illnesses or injuries and contact school nurse, parents or emergency facilities when appropriate for assigned student(s); remain calm in stressful situations.

Assist assigned students with physical needs per doctor orders and/or EGUSD care plan; identify/assess health needs of assigned student(s).

Communicate/confer with school nurse, parents, and appropriate school staff regarding student health status/needs.

Set up and maintain student's specialized health care binder as directed by school nurse.

Assist students with building self-esteem by providing proper examples, emotional support, and a friendly professional attitude.

Assist students to increase self-care routines as appropriate with the goal of increasing independence.

Oversee assigned students during playground activities to assure safe outdoor play; accompany students on a school bus as assigned for health care needs.

Maintain confidentiality of student information, including medical records and electronic records in the District's Student Information System.

Perform related duties as assigned.

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DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

First Aid and CPR procedures (maintain certification).
Basic medical terms and procedures. Basic medical record keeping and filing.
Safe practices in classroom and playground activities.
Proper lifting techniques as instructed by school nurse.
Emergency medical resources available in the community.
Basic medication administration and evaluation of medication side effects and related procedures as trained by school nurse.
Basic methods of cleaning and sanitizing students' medical equipment as trained by school nurse.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Classroom procedures and appropriate student conduct.
Oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

Perform the basic functions of the position.
Reinforce instruction to assigned student(s) in support of the teacher(s).
Learn and apply appropriate medical methods and procedures within clearly defined guidelines.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Provide First Aid and CPR procedures.
Communicate effectively both orally and in writing.
Monitor, observe, and report student health status and progress according to approved policies and procedures.
Learn and apply appropriate medical methods and procedures within clearly defined guidelines.
Operate standard medical equipment.
Assist teacher to maintain a clean, safe, and orderly classroom environment.
Perform work with many interruptions.
Maintain routine records.
Maintain consistent, punctual, and regular attendance.
Establish and maintain cooperative and effective working relationships with others.
Move hands and fingers to operate standard medical equipment.
Sit, stand, or walk for extended periods of time.
Bend at the waist, kneel, or crouch to assist students.
See to read a variety of materials and monitor student health.
Read and comprehend basic medical terms and directions.

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Hear and speak to exchange information.

Reach overhead, above the shoulders, and horizontally.

Use proper lifting methods.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge of medical procedures associated in working with students with special health care needs.

Ability to be trained and receive updated training in the use of special physical health care procedures and medical equipment in accordance with California regulations, which state that an individual must “consent” to provide medication (5 Cal. Code of Regulations 601(e)(1)). The parent must also consent to an unlicensed person giving medication. The doctor must order the procedure and approve the protocol and it must be part of the student IEP/504/Health Care Plan. In addition, other training requirements set forth are listed below. Assuming that these rules are followed, current California law allows unlicensed classified employees to administer the following procedures:

1. Administer glucagon to diabetic student and assist with treatment of hypoglycemia and diabetes (Ed. Code 49414.5)
2. Administer emergency epinephrine ‘bee sting kits’ (Ed. Code 49414)
3. Administer CPR (Ed. Code 49413)
4. Administer inhaled asthma medication (Ed. Code 49423.1)
5. Provide other specialized physical health care services, including catheterization, gastric tube feeding, suctioning, or other services that require medically related training (Ed. Code 49423.5)
6. Assist student with taking medication that is prescribed by a physician and has the parents’ permission (Ed Code 49423)

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certificate issued by an authorized agency (American Red Cross or American Heart Association)

Floor lift 50 pounds and arm lift 50 pounds.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom, playground and/or community
School bus or van, public transportation

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HAZARDS:

Exposure to bodily fluids and infectious diseases.