

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

CLASSIFIED PERSONNEL

JD 4200.1

HEALTH CARE SPECIALIST

Definition

Under the general supervision of the District Nurse and administration, to provide a variety of specialized health care services for students who are health impaired and/or have specialized health care needs, to administer first aid to students and staff; to maintain health service information and records; and to do related work as required.

Responsible to

Principal

Examples of Duties

1. Provides first aid care for students and staff who are ill or injured; administers emergency assistance such as CPR, or the Heimlich maneuver in emergency situations as necessary; assists students who have medically fragile conditions.
2. Provides a variety of general health care services such as: checking temperatures, blood pressure, assisting ambulatory and non-ambulatory students to the health office, restroom assistance, and other related services.
3. Performs a variety of specialized health care services such as catheterizations, oral suctioning and gastrostomy tube feedings.
4. Maintains a daily log of student medications administered, and of visitors to the health office and treatments rendered.
5. Maintains school health office in a safe and sanitary condition.
6. Notifies parents to arrange for transportation and/or care as appropriate.
7. Prepares health office bulletin boards.
8. Maintains current health files for assigned students including emergency cards, and obtains necessary information from parents and/or guardians.
9. Completes student accident reports; follows up with student within 72-hours for status update.
10. Records student health information into a computerized database.

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11. Prepares a confidential health list in regards to potential life threatening conditions for District Nurse and Administration.
12. Maintains inventory of health office supplies and keeps adequate stock on hand.
13. Assists District nurse and other health professionals in coordinating and conducting mandated screening services.
14. Obtains necessary health information from students and parents.
15. Complies with statutory obligation to file child abuse reports.
16. Stores first aid materials and equipment in sanitary and safe environment.
17. Communicates with parents, faculty and administration to provide information and discuss student health issues.
18. Performs routine clerical tasks associated with school health office.
19. May assist in implementation of family education program.
20. Follows District Policy in assisting students who take prescribed medication.
21. Screen student records for proper immunizations; alerts parents of needed immunizations and maintain communication until records of immunization are provided.
22. Assists with site's disaster response plan.
23. Performs other related duties as may be assigned.

Qualifications Guide

Knowledge of:

1. CPR, other emergency health procedures and first aid techniques.
2. Health and medical terminology; documentation and abbreviations.
3. Health and safety regulations; including universal precautions.
4. Applicable sections of State Education Code and other applicable laws.
5. Specialized health care procedures for physically handicapped students.

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6. Operation of medical equipment such as suction machines, catheterization equipment, gastronomy feeding tubes, wheelchairs and walkers.
7. Operate a variety of standard office machines including computer terminals.
8. Interpersonal skills using tact, patience and courtesy.
9. English usage, spelling, punctuation and grammar.
10. Routine record keeping.

Ability to:

1. Follow District Policies and procedures related to student health matters.
2. Establish and maintain files, records, reports and referrals.
3. Handle emergencies in a calm and effective manner.
4. Administer CPR and First Aid.
5. Work confidentially with discretion.
6. Lift and move physically handicapped students.
7. Understand, carry out and give oral and written instructions.
8. Maintain cooperative-working relationships with those contacted in the course of work.
9. Read, interpret, apply and explain rules, regulations, policies and procedures.
10. Maintain current knowledge of technological advances in the field.
11. Type at a net corrected speed of 45 words per minute.

Training and Experience

Any combination equivalent to two years of college course work in nursing, physiology or related healthcare field; two years of nursing experience; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

Willing to take additional training to treat specific medical condition to permit students to effectively participate in instruction.

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Licenses

Current California registration as a Licensed Vocational Nurse or Registered Nurse; First Aid certificate; CPR certificate; possession of a valid California Driver's License and reliable means of transportation.

Working Conditions

1. School Environment

Physical Abilities

1. Hearing and speaking to exchange information
2. Seeing to perform first aid duties
3. Dexterity of hands and fingers to operate assigned machines and medical equipment
4. Walking and standing for extended periods of time
5. Lifting moderately heavy objects up to 50 pounds
6. Bending at the waist, kneeling or crouching
7. Carrying, pushing, or pulling to assist students in wheelchairs

Job Description Adopted: June 18, 1990

Job Description Revised: June 16, 2003