

# FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

## BOARD POLICY

### CLASSIFIED PERSONNEL

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JD 4200.1

#### HEALTH CARE TECHNICIAN

##### Definition

Under 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 members; to maintain health service information and records; and to do related work as required.

##### Responsible to

Principal

##### Examples of Duties

1. Provides a variety of general health care service such as checking temperatures, assisting students with medication, in conformance with District Policy, assessing the immediate health condition of students, and other related services. Contacts parents regarding injured or ill students.
2. Provides first aid care for students and staff members who are ill or injured; including the administration of emergency assistance such as CPR, mouth to mouth resuscitation or the Heimlich maneuver in emergency situations as necessary.
3. Performs a variety of specialized health care services such as gastrostomy tube feedings for physically handicapped students, toileting of wheelchair and handicapped students, assisting students who have epileptic seizures, insulin dependent diabetics, and bee sting allergic students needing injections.
4. Maintains a daily log of health office visits by students due to illness, injury or related reasons.
5. Maintains and updates as necessary student health files and keeps them in a confidential manner.
6. Screen student records for proper immunizations; alerts parents of needed immunizations and maintains communication until records are provided.
7. Maintains a daily log of student medications administered, and informs parents of the need to replenish.
8. Maintains log of student emergency card files and obtains necessary health information from students' parents or guardian.

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9. Prepares a confidential list of students with significant health problems such as asthma, heart conditions, orthopedic, and seizures, etc. for submission to District Nurse and updates as necessary.
10. Prepares information for state mandated, periodic and special reports.
11. Completes accident reports on students.
12. Performs periodic screening for head lice, informs and instruct parents of the proper procedure in caring for the student in order to bring the head lice under control and return the student to school as soon as possible.
13. Assists District nurse in conducting mandated screening services.
14. Compiles with statutory obligation to file child abuse reports and follows up as necessary.
15. Cleans and disinfects all health care areas.
16. Stores and inventories health office supplies and keeps adequate stock on hand in a safe and sanitary environment.
17. Refers parents to services available such as community clinics, immunization clinics, parenting classes, etc.
18. May assist in implementation of family education program.
19. May serve as key medical person in the event of a disaster/fire.
20. Maintains Health Office and bulletin boards in a clean and attractive condition.
21. Performs other duties as may be assigned.

### **Qualifications Guide**

#### **Knowledge of:**

1. Basic First Aid principles and procedures.
2. General concepts of personal health, illness, growth and development.
3. English usage, spelling, punctuation, and grammar.

**Health Care Technician**

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#### 4. Routine record keeping.

##### **Ability to:**

1. Learn routine communicable disease symptomatology.
2. Follow District Policies and procedures related to student health matter.
3. Administer first aid.
4. Inject medications as needed. (Bee Sting Allergies)
5. Learn to utilize standard health office machines, equipment and supplies.
6. Demonstrate an understanding, patient, warm and receptive attitude toward children and parents.
7. Understand, carry out and give oral and written instructions.
8. React in a calm and reassuring manner at all times.
9. Work efficiently and independently under stressful situations with frequent interruptions and emergencies.
10. Maintain cooperative-working relationships with those contacted in the course of work.

##### **Training and Experience**

Paid or volunteer experience working with children in a health educational setting is highly desirable; equivalent to the completion of the twelfth grade, preferably supplemented by course in child health, first aid or related field; or any combination of training and/or experience that could likely provide knowledge and abilities.

##### **Licenses**

First Aid certificate; Community CPR certificate; possession of a valid California Driver's License and reliable means of transportation.

Job Description Adopted: June 18, 1990

Job Description Revised: May 02, 1994

**Health Care Technician**

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