

## HEALTH AIDE

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of a Registered Professional Nurse (School) or other authorized health care professional, an incumbent of this position is responsible for rendering first aid in emergencies to any student or employee of the school. In addition, an incumbent of this position assists the Nurse with basic clerical tasks related to health records and assists in maintaining a clean working environment. Supervision is not a responsibility of this class. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Gives first aid treatment to students and employees;

Makes decisions regarding the first aid service at the school;

Is responsible for calling a physician or sending patients to the hospital when required;

Calls parents to request missing medical documentation (i.e. annual physical and immunization records) and to pick up students who are being sent home;

Documents results of health screenings and maintains accurate and detailed health records including files and charts for physical exams, immunizations, and accident reports;

Keeps complete records of all injuries and illnesses treated and prepares forms for liability and workers' compensation cases;

Keeps accurate records of medication brought to the Nurse's office;

Takes inventory of health supplies and equipment and records reconciliation of same;

Assists the Nurse in maintaining a clean and organized working environment;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of first aid practices and procedures; working knowledge of office terminology, practices, and equipment; working knowledge of basic health and safety regulations; ability to act and make decisions in emergency situations; ability to organize and maintain accurate records; ability to work with children in a school based setting; ability to understand and follow oral and written instructions; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; carefulness; patience; good judgment in rendering first aid; sympathetic attitude toward the sick; good powers of observation; courtesy; good interpersonal skills; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and current proof of completion of a standard first aid course.

SUBSTITUTION: Possession of a valid license and current registration, issued by the State of New York, to practice as a Practical Nurse, may be substituted for the standard first aid course above.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:  
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.