

LVN HEALTH ASSISTANT

BASIC FUNCTION:

Under the supervision of an Assistant Principal, provide basic medical services for students and staff at an assigned high school; document illnesses and incidents; process incoming freshmen and new enrollees with specialized health needs. Respond to emergencies and treat accordingly, coordinating with EMS system.

REPRESENTATIVE DUTIES:

- Under the guidance of the school nurse, the LVN will communicate and coordinate medical or health information/procedures regarding student issues with school personnel, parent/guardians and other medical providers. **E**
- Receive students in the health office; assist with medical, personal and emotional needs; dispense and document medication according to prescription; take temperatures, vitals and symptoms; provide bandaids, cough drops or other medical/health products as needed; G-tube feed students under the supervision of a school nurse, clean and bandage wounds according to established procedures. **E**
- Conduct basic medical procedures in accordance with the Vocational Nursing Practice Act. **E**
- Assist with health screenings. **E**
- Attend 504 and IEP meetings to present basic assessment information. **E**
- Assist with lifting students in and out of wheelchairs, braces and other orthopedic equipment; assist staff members in positioning pupils and in rendering various forms of personal care such as toileting and diapering, specialized medical services, dressing, undressing, bathing and grooming; assure the safe use and operation of wheelchairs, prosthetic devices and other equipment. **E**
- Respond to medical and accidental emergencies; travel to various locations and assess situations; treat and calm individuals as needed; coordinate transportation and communication to administrators, EMS system and parents; assure proper coverage of the health office in emergency situations; provide information to ambulance personnel including emergency medical cards; prepare accident reports and document related information to computer; provide for follow-up as needed; coordinate processing of accident reports and student insurance. **E**
- Reinforce instruction and vocational training and life skills to students with severe disabilities; confer with teachers concerning programs and materials to meet the individual needs of special education students. **E**
- Perform routine first aid including emergency treatment of children experiencing seizures or respiratory problems, orthopedic distress, and pulmonary conditions; maintain daily documentation of specialized physical health care services and procedures. **E**
- Implement assigned sections of pupil behavior management plans which may involve use of approved behavior modification, physical management techniques or other skills or knowledge to establish and maintain appropriate behaviors; supervise and discipline students according to approved policies and procedures. **E**
- Operate various medical equipment including stethoscope, thermoscan thermometer, medical scissors, sphygmomanometer and others as assigned. **E**
- Operate a computer and other office equipment as assigned. **E**
- Maintain the health office in a clean, orderly and safe condition.
- Assure the health and safety of students by following health and safety practices and procedures. **E**
- Perform related duties as assigned.

KNOWLEDGE OF:

Specialized medical services and proper administration procedures for students.

Student guidance principles and practices related to high school aged students with severe handicaps.

Problems and concerns of students with special needs.

Medication effects and proper administration procedures.

Proper operation of specialized health assessment instruments.

Modern medical terminology, equipment and techniques.
Laws, rules, regulations and policies related to assigned activities.
Diagnostic methods for medical conditions and diseases.
Public health agencies and local health care resources.
Health and safety regulations.
Modern office practices, procedures and equipment.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Classroom procedures and appropriate student conduct.

ABILITY TO:

Provide specialized medical services for students, as permitted by license.
Identify various health needs, unusual and critical cases, and recommend appropriate action.
Reinforce instruction to students with learning disabilities, communication and behavioral problems.
Respond quickly and remain calm during medical emergencies.
Understand and follow oral and written instructions.
Establish and maintain cooperative and effective working relationships with others.
Work confidentially with discretion.
Communicate effectively both orally and in writing.
Understand and work within scope of authority.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and completion of Licensed Vocational Nurse (LVN) program.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certificates issued by an authorized agency.
Valid California driver's license.
Licensed Vocational Nurse (LVN)

WORKING CONDITIONS:

ENVIRONMENT:

Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to assist students.
Restrain students who become physically aggressive.
Hearing and speaking to exchange information and make presentations.
Seeing to read assignments and to monitor student activities.
Lifting severely handicapped students out of wheelchairs.

HAZARDS:

Potential exposure to communicable diseases and contact with blood and other body fluids.
Potential exposure to physical injury from aggressive behavior.

10/11/16
SMJUHSD
Range 22