

**SCHOOL HEALTH TECHNICIAN
SCHOOL HEALTH TECHNICIAN - BILINGUAL (LANGUAGE)**

DEFINITION

Under general supervision, provides specialized health care services to students, including medically fragile or profoundly disabled students; administers first aid, dispenses prescribed medication to students, including injections to diabetic students, and performs other health related functions; maintains health records and orders health supplies; and performs other related duties as assigned.

The typical duties and employment standards are representative of positions within this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the specific position.

TYPICAL DUTIES

Following written procedures from physician and/or school nurse, provides specialized health care services to students including, but not limited to: monitoring insulin dosages and blood sugar, and, where necessary, giving injections to diabetic students; accompanying diabetic or other students with special medical needs on field trips; tube feeding, catheterization, suctioning of tracheotomy tubes, changing of ostomy/colostomy bags; administering seizure medications, including both orally and rectally administered drugs; diapering and/or assisting children onto toilets, lifting and moving children on and off wheelchairs, toilets, and changing tables; applying and removing medical appliances, pushing wheelchairs; administering oxygen, doing postural drainage, etc. Maintains daily records of specialized health care provided. Specialized health services are provided to both profoundly disabled and medically fragile children as well as children in regular education settings.

Attends sick and injured students in the school health office; administers first aid; notifies parents or other authorized persons when children need to be sent home and/or may transport sick or injured students when necessary; administers/dispenses prescribed medications and devices such as inhalers to students, maintaining appropriate locked storage area; gives EpiPen or other medications in emergencies to students with severe food or insect allergies; checks and rechecks students for pediculosis; brings health problems to the attention of appropriate administrator and, as directed, schedules or arranges for necessary conferences regarding health needs; maintains a variety of health and immunization records, follows up to ensure that students receive required immunizations or other assistance, and prepares required reports for District or Health Department; records data from health screening for nurses; orders supplies and ensures that health office is maintained in a secure and sanitary manner; assists in answering telephones or other general clerical duties as time permits; performs other related duties as assigned.

Bilingual

In addition to the above duties, bilingual positions also translate orally and in writing, between English and a designated language. Answers inquiries and provides information on health and other school policies; may translate in meetings between Principal or other school staff and parents; translates other material such as health policies or procedures or Principal's memoranda into designated language.

DISTINGUISHING CHARACTERISTICS

School Health Technicians are licensed practical nurses performing duties specialized student medical care duties that involve specific written protocols and/or specialized training. The prior medical background is necessitated by the high consequence of error, in that some of the procedures are invasive in nature and/or some of the students have multiple or life threatening conditions. Incumbents may work at more than one school and/or may be called to assist at another site in the event of a health emergency or a need requiring the services of more than one individual.

EMPLOYMENT STANDARDS

Knowledge of: Nursing practices, basic anatomy, symptoms indicating change in patient condition, care of the chronically ill and/or medically fragile patients; first aid and CPR procedures; emergency equipment, supplies, medical appliances and equipment and terminology related to student health programs; health and medical record

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keeping practices, State and Federal health and safety regulations including procedures related to blood borne pathogens; modern office practices.

Ability to: Exercise good judgment and remain calm in handling both minor and major emergency situations and specialized care procedures; apply medical training to emergency and other situations; learn complex medical procedures and follow such directions with absolute attention to detail; organize and prioritize work; demonstrate concern for the comfort and dignity of the child; speak clear, correct English; communicate effectively with parents and school staff and maintain good relationships; assure confidentiality of medical information at all times; maintain accurate and complete student immunization and other health-related records; physically lift, move, and otherwise assist children with all of their physical care needs; learn to enter data in an automated student information system. Bilingual positions must also be able to speak, read, and write correctly in a designated language in addition to English.

Essential Physical and Work Environment: Work is performed primarily in the school health office, although the incumbent may also assist students in restrooms or other designated areas. Travel between sites and students' homes may also be necessary occasionally. Work involves frequent exposure to blood and other body fluids and wastes, and is often performed under high stress emergency circumstances or with severely ill or disabled children.

The employee must be able to lift, push, pull, or otherwise move students from preschool to middle school ages weighing up to 165 pounds, with or without assistance, according to the protocol determined by the Nurse. He or she must be able to push wheelchairs, lift students on and off toilets and wheelchairs or other equipment, apply or remove braces and other appliances, and operate equipment such as for administering oxygen, suctioning trach tubes, administering IV medications, etc. Must be able to read, understand, and follow complex medical procedures, enter information on manual and automated records and reports; comprehend ordinary conversation; clearly explain medical situations and regulations to parents and others.

Typical Background: At least one year of experience providing student health care in a special education class or a health office or providing student or adult health care in a nursing facility, clinic, or hospital.

License and/or Certificates: A valid, current State license as an LVN or RN. A current certificate of proficiency in cardiopulmonary resuscitation and first aid; or a certificate in Basic Life Support, Healthcare Providers (BLS). A valid California drivers license and use of an automobile with appropriate insurance limits for transporting children.

Qualifications: In order to be considered qualified for a vacancy in this classification, a candidate must possess the required background and successfully demonstrate such background, knowledge, skills and abilities through an examination process.

Approved by the Personnel Commission on November 20, 1997.

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