MISSISSINEWA COMMUNITY SCHOOLS
Nursing Assistant

Job Description:

Assist the school nurses and administer First Aid.

Responsibilities:

1. Order medical supplies for all nursing clinics
2. Sort and distribute medical supplies to all clinics and maintain adequate stock of nursing supplies
3. Purchase any additionally needed supplies from local retailers
4. Ensure all clinics are fully stocked and prepared, restocking as needed
5. Create all Medication Administration Logs for all clinics
6. Update Medication Logs monthly and distribute to each clinic
7. Create and maintain all procedure logs for all clinics (catheterization, tube feedings, and diabetic care, etc. as needed)
8. Update and maintain all medical issue lists for students and distribute to nursing clinics
9. Assist with tracking and updating student immunization record in all buildings as needed
10. Complete medical issue reports for all buildings and distribute to building nursing staff
11. Notify each building nurse when new students with health issues enroll
12. Prepare medical update letters for students as needed and mail letters to parents at end of year
13. Provide medical care for students and staff as needed
14. Provide coverage in nursing clinics as needed as delegated
15. Administer routine and as needed medications to students as needed
16. Assist with compiling data for state reports
17. Assist nursing staff in submitting state reports
18. Assist Corporation Nurse with any requested responsibilities and duties
19. Evaluated by the Corporation Nurse