

SCHOOL HEALTH MANUAL

REPORTS AND RECORDS

Last Reviewed 6/03

Record Content	IHP
Emergency Care Plan	Record Retention
Record Storage	Record Log
School Health Reports	Resources

SCHOOL HEALTH RECORDS

An Individual Student Health Record is required for every student enrolled in school. (Title 20-A§6357) The record should include, identifying and demographic information on the student, a health history, significant medical conditions, immunizations, medications administered, the school nurse narrative documentation and other documentation related to the student's health. The Individual Student Health Record is part of the Educational Record; therefore it is governed by the Family Educational Rights to Privacy Act. (See Confidentiality section.) A school nurse may keep personal notes on students; however, those notes may not be shared with anyone other than a school nurse substitute.

Record Content: A school nurse must document health care plans and each time care is delivered to a student. "If it is not documented, it is not done." These notes generally include information on the nursing process: assessment, nursing diagnosis, plan of care, implementation of the plan, and evaluation. Nursing notes should be concise, objective (lacking opinion, stating only factual information), and accurate. Each entry must be signed and dated. Errors in entry must be handled through standard nursing practice. The Individual School Health Record is available from the Department of Education. Schools are encouraged to use this form for consistence across the State.

Individual Health Plans (IHP): Students that have special health care needs should have an IHP. The IHP is designed to assure that the student receives the health services needed during the school day. The school nurse develops an IHP in collaborative process with the family, student, school nurse and other relevant staff. The IHP should include history, assessment data, nursing diagnosis, goal of care, students/families goal, nursing action or intervention, and expected outcome.

Emergency Care Plans: A student with a life-threatening health condition should have an emergency care plan. This plan can be part of the IHP. The Emergency Plan should detail the action to be taken in case of such an emergency.

Record Retention: The Student Health Record, as part of the student's education record, should be retained in accordance with specific school district policy. Lacking

that, the State of Maine Archives Advisory Board recommends that records of state and local governments be retained for 6 years after the student reaches majority.

Record Storage: Records must be stored in a secure place that assures confidentiality of records. A locked cabinet or door is required.

Record Log: FERPA requires that a log be kept of all individuals other than the maker of the record, who have accessed the record. The log must include the name of the person, the date, and the legitimate interest of the party.

SCHOOL HEALTH REPORTS

Required reporting to state agencies include:

1 The IMMUNIZATION REPORT is due on December 15 of each year. This report asks for the level of immunizations in school. The reporting form is sent to schools by the Immunization Program, Bureau of Health, Department of Human Services and is returned to the BOH, Immunization Program.

2 The SCHOOL HEALTH SERVICES REPORT is required by the Department of Education. This report covers vision, hearing, spinal screening and other aggregate student health data. The School Health Services Report is to be completed by June 30, of each year. A copy should to be retained in the school system, preferably in the Superintendent's Office.

Resources:

Haas, Marykay, Editor, "The School Nurse's Source Book on Individualized Healthcare Plans" Vol. I and II, Sunrise River Press, 1993.

Maine Delegation Document, School Health Manual.

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