



Outline

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 - c. Medications/Medical Procedures
 - d. Reports
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A. Beginning of school year procedures:

- a. Create or obtain a **Student Health Folder** for each new student. Label the folder with the student's name and social security number and file alphabetically.
- b. Ensure that immunization records are up-to-date before students are enrolled.
 - i. Review immunization records of all new students prior to enrollment.
 - ii. Enter immunizations into the computer record prior to September 15th and file the paper copy in the **Student Health Folder**.
 - iii. Run the **Immunization Deficiency Report** as needed for follow up. The **Immunization Deficiency Report** may be shredded when no longer useful to the nurse.
- c. Obtain health information for each student.
 - i. A **Health Information Sheet** (BISD form I A-7) will be sent home with each student at the beginning of the school year, completed by a parent or guardian and reviewed by the nurse.
 - ii. Secondary nurses may check the **AGR** for each student for any medical problems listed at the beginning of the year.
- d. Alert appropriate personnel of students with special health needs.
 - i. Elementary nurses enter health information from the **Health Information Sheet** (BISD form I A-7) into the computer record. Do not enter health information if the parent did not sign the permission to release statement at the bottom of the **Health Information Sheet** (BISD form I A-7). Enter



- any special instructions for the teacher(s) and substitute nurses in the comment section. File the paper copy in the **Student Health Folder**.
- ii. Secondary nurses enter any health information listed on the AGR into the computer record. Enter any special instructions for substitute nurses in the comment section.
 - iii. Elementary nurses print the **Medical Diagnoses Report** by grade level and distribute to the appropriate personnel.
 - iv. All nurses place a **Medical Diagnoses Report** in the **Clinic Log Book** for reference by substitute nurses.
- e. Assess and plan care of students with special health needs.
- i. Collaborate with parents, teachers, administrators, and medical care providers to plan the health care of special needs students.
 - ii. Place a copy of the **Individualized Health Plan (IHP)** (BISD form I A-9) in the **Student Health Folder** and the **Clinic Log Book**.
 - iii. Distribute a copy of the **IHP** (BISD form I A-9) to appropriate personnel.
 - iv. Send a copy of the **Special Needs Report** (BISD form I C-3) and **Medical Procedures Form** (BISD Form I A-10) to the Coordinator of Health Services.
- f. Process medication/medical procedure orders.
- i. Obtain a **Medication Permit/Physician's Order** (BISD form IX E) for all medications and procedures to be administered at school. Have parents obtain the physician's signature or fax to the physician for signature.
 - ii. Enter name, medication, dose, route and time on the **Medication/Medical Procedure Log** (BISD form IX D) (front) & (back) for medications. Enter name and physician's orders on the **Medication/Medical Procedure Log** (BISD form IX D) (front) & (back) for medical procedures.
 - iii. Place the **Medication/Medical Procedure Log** (BISD form IX D) (front), (back) and the **Medication Permit/Physician's Order** (BISD form IX E) form in the **Medication Notebook** in alphabetical order. It is helpful to have one Medication Notebook for routine medications and a separate one for PRN medications.
- g. Complete and record routine vision, hearing and spinal screenings.
- i. Enter results on scan sheets at the time of screening, and then send to MIS to input into the computer record.
 - ii. Or, enter results on a worksheet or a copy of the class roster and then input into the computer record.
 - iii. Worksheets may be shredded when no longer useful to the nurse.

B. Students enrolling from out of district (not currently enrolled in BISD):

- a. Receive the immunization record and **Health Information Sheet** (BISD form I A-7) or **AGR** from the attendance clerk. Create a **Student Health Folder**. Label the folder with the student's name and social security number.
- b. Enter the immunization record and health information into the computer record and file the paper copies in the **Student Health Folder**.
- c. If necessary, print an updated copy of the **Medical Diagnoses Report** and place in the **Clinic Log Book** and distribute to "need-to-know" personnel.



- d. If the student requires medication or a medical procedure, obtain the **Medication Permit/Physician's Order** (BISD form IX E) from the parent. Obtain the physician's signature. Complete the **Medication/ Medical Procedure Log** (BISD form IX D (front), (back) and place both forms in the **Medication Notebook**.
- e. If the student's medical condition warrants it, assess the student and develop an **IHP** (BISD form I A-9). Copy, file and distribute as stated earlier.
- f. Screen vision, hearing and spinal as required. Enter the screening results in the computer record.

C. Students enrolling from within district (currently enrolled in BISD):

- a. Receive notification from the attendance clerk.
- b. Request the student's **BISD Student Health Folder** from the nurse at the previous BISD campus.
- c. If necessary, reprint the **Medical Diagnoses Report** for your campus and distribute to the appropriate personnel.
- d. Any current **Medication/Medical Procedure Logs** (BISD form IX D (front), (back) and **Medication Permit/Physician's Orders** (BISD form IX E) should be in the **Student Health Folder**.
- e. Check the computer record to determine if the necessary screenings have been completed for the year. If needed, complete the screenings and enter the results in the computer record.

D. Students withdrawing to out of district:

- a. Receive notification of the withdrawal from the attendance clerk.
- b. The immunization record and the last set of vision/hearing/spinal screening results are automatically printed on the withdrawal form that is given to the parents by the attendance clerk at the time of withdrawal. Additional health information may be copied and sent to the new district upon request provided the parents sign a release.
- c. File any documents from the **Medication Notebook** in the **Student Health Folder**.
- d. File the **Student Health Folder** in a withdrawn file until the end of the school year.

E. Students withdrawing to within district:

- a. Receive notification of the withdrawal from the attendance clerk.
- b. File any documents from the **Medication Notebook** in the **Student Health Folder**.
- c. Send the **Student Health Folder** to the nurse at the new BISD campus.

F. Maintaining health records throughout the school year:

- a. File all health related documents such as hearing/vision/scoliosis referrals, notes from parents, **IHP's** (BISD form I A-9), **Accident/Incident Reports** (BISD form I C-1), etc., in the **Student Health Folder** during the school year, making certain that all documents are dated.



- b. Enter all nurses' notes regarding illness, injury, first aid, consultations, pediculosis, social services, and pregnancy into the computer record on a daily basis.
- c. Document the administration of medications and medical procedures by signing initials and time on the appropriate date on the **Medication/Medical Procedure Log** (BISD form IX D (front), (back)). Place an asterisk next to your initials to indicate if a nurse's note has been made pertaining to that particular dose or procedure. The nurse and any substitutes should sign the **Medication/Medical Procedure Log** (BISD form IX D (front), (back)) with a full signature at the bottom of the page.
- d. The nurse should complete an **Accident/Incident Report** (BISD form I C-1) in addition to the nurses' notes whenever a student or staff member has sustained an injury at school requiring evaluation by a physician. After being reviewed and signed by a campus administrator, the original should be sent to the Coordinator of Health Services and a copy placed in the **Student Health Folder**.
- e. Copies of reports such as the **Texas Department of Health Screening Reports** and **Superintendent's Report** may be shredded when no longer useful to the nurse (originals have been sent to the Coordinator of Health Services). In general, such reports may be useful to refer to for one year. The Coordinator of Health Services maintains district wide state reports for a minimum of 3 years.
- f. Personal notes may be kept by the nurse in a private folder and are not considered a part of the student's health record as long as the information is not shared with anyone.

G. End of school year procedures:

- a. File documents from the **Medication Notebook** in the individual **Student Health Folders**.
- b. Elementary and middle school nurses pull 5th and 8th grade **Student Health Folders**, thin according to the **Records Retention Schedule** and hand deliver to the middle or high school nurse for the upcoming year no later than the last day of the school year.
- c. High school nurses pull senior **Student Health Folders** and place in locked storage on your campus for a minimum of three years or hand deliver to the Coordinator of Health Services, by appointment, to be digitally scanned.
- d. Pull withdrawn **Student Health Folders** and place in locked storage on your campus for a minimum of three years.
- e. The handwritten **Illness/Injury Logs** (BISD form VIII D) (used by substitutes) in the **Clinic Log Book** should be placed in an envelope(s), clearly labeled with the date range and placed in locked storage for a minimum of 3 years.
- f. Shred the following documents according to the **Records Retention Schedule**:
 - i. Documents that have been thinned from current **Student Health Folders**.
 - ii. The current **Medical Diagnoses Report** and copies of **IHP's** (BISD form I A-9) from the **Clinic Log Book**.
 - iii. **Illness/Injury Logs** (BISD form VIII D) that are a minimum of three years old.
 - iv. Withdrawn **Student Health Folders**, that have been stored a minimum of 3 years since withdrawal.



- g. Complete the **Certificate of Destruction of School Health Records** (BISD form XI B) and send to the Coordinator of Health Services.
- h. **Any documents in question should be retained and taken to the Coordinator of Health Services to be digitally scanned.**