



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 6515

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CATEGORY: **Student, Records**

EFFECTIVE: **1-29-62**

SUBJECT: **Health Records**

REVISED: **6-27-03**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing the initiation and maintenance of student health records in schools.
2. **Related Procedures:**

Cumulative record keeping, K-6	6505
Cumulative record keeping, 7-12	6510
Release of student information	6525
Transfer and withdrawal, K-6	6145
Transfer and withdrawal, 7-12	6146

B. LEGAL AND POLICY BASIS

1. **Reference:** Board Policy: H-7400, H-7600, H-8900; Education Code Sections 49062, 49400, 49426, 49451; California Code of Regulations, Title 5, Sections 16020-16030.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Nursing and Wellness Office, Student Services Division, Office of Instructional Support.
2. **Student Health Records**
 - a. **Contents.** Health records include the “California School Immunization Record” (CSIR), “Student Health Record,” “Student Health Record Insert Sheet,” “Health Examination Request,” and “Health History.” The parent/guardian completes the “Health History” and CSIR; the examining physician completes the “Health Examination Request.” Additional forms are used by school nurses for communicating and for scheduling the health appraisal program.
 - b. **Record maintenance.** Student health records are classified as part of a student’s cumulative record. The “Student Health Record” and “California School Immunization Record (CSIR)” are *permanent* health records and are filed with permanent cumulative records when a student transfers from school. (Procedure 6505 and 6510)

(1) **Filing records**

- (a) *K–12* records are kept in the health office at each school; *prekindergarten* records are kept at the prekindergarten coordinating office; *child development center* records are kept at the Child Development Programs Office, Student Services Division, Office of Instructional Support.
- (b) *Inactive K–6 records stored at the Student Records Office* at Revere Center include records for students who transfer out of the district, articulating elementary students who do not report to designated district middle level schools, and students with birth dates of 1970 or earlier.

- (2) **Recording entries.** Notations on the “Student Health Record” and “Health History” forms must be made with thermo-reproducing ballpoint pens or typed in black to ensure clear photocopies.

3. **Critical Health Problems**

- a. **Criteria for identification** include serious, handicapping, or uncorrected health problems that may seriously affect learning or participation in school activities, or that may require sudden immediate first aid.
- b. **School nurse** shall ensure that an entry is made on the student’s health record when supporting documentation is received and notify appropriate teachers.

4. **Record of Examinations.** Examinations done at individual school sites, by the student’s private physician, or at community clinics become part of the student’s health record.

D. IMPLEMENTATION

1. **Entering students, K–6** (Procedure 6505)

a. **Student entering from out of district. School secretary or clerk:**

- (1) Secures completed “Health History” and CSIR, confirming student’s immunization status, from person enrolling student.
- (2) Secures exemption statement from persons whose religious faith prohibits health services.

- (3) Ensures that immunization and CSIR status are entered on "School Registration Card" and parent/guardian signs card.
 - (4) Issues "Health Examination Request" to person enrolling student; requests that a medical examination be reported on the form at convenience of parent/guardian (mandated for entry into first grade).
 - (5) Initiates "Student Health Record"; may attach "Health History" (preferably with magic mending tape).
 - (6) Inputs immunization data for students on district mainframe.
 - (7) Gives "Student Health Record," "Health History," and CSIR to school nurse and informs nurse of students with incomplete immunization verifications, if known.
- b. **Student entering from another district school** (or from outside district but who attended a district school in the past). **Secretary or clerk:**
- (1) Secures health records, cumulative record, and CSIR (if available) from school of transfer or last district school attended, prekindergarten coordinating office, or Child Development Programs Office.
 - (2) Secures new "Health History" or temporary "Student Health Record" from parent/guardian (dependent on date of previous enrollment); gives to school nurse, noting previous enrollment in a district school.
 - (3) Delivers incomplete immunization status information to nurse, if applicable.
 - (4) Forwards "Student Health Record" and CSIR to school nurse when received; prepares new CSIR if not initiated at previous school.
- c. **All entering students. School nurse:**
- (1) Files health records, with "Health History" attached, in school health office.
 - (2) Records results of screening examinations, observations, reports, and significant contacts with student on "Student Health Record."

- (3) Makes entry on health record when supporting documentation of a critical health problem is received; notifies teachers concerned and discusses appropriate medical recommendations.
- (4) Notes in nurse's workbook names of students with critical health problems and students in need of examinations other than routine screening.
- (5) Files exemption statements with health records; notifies teacher, principal, and secretary of exemptions.
- (6) Gives CSIR to secretary to file in student cumulative record folder.

2. **Entering Students, 7–12**(Procedure 6510)

a. **Student entering from out of district**

(1) **School Clerk**

- (a) Sends student to school nurse with "New Student Enrollment Form" to be signed by nurse.
- (b) **Exception:** *If school nurse is not on site on day of student's enrollment:*
 - 1) Initiates "Student Health Record"; secures "Health History," CSIR, and, if necessary, immunization verification; gives completed forms and information to nurse.
 - 2) Inputs immunization data for students on district mainframe.

(2) **School nurse**

- (a) Initiates new "Student Health Record" by interviewing student for "Health History," screening for vision, and counseling (as indicated) when student presents "New Student Enrollment Form" for nurse's signature.
- (b) Issues "Health Examination Request" form requesting medical examination.
- (c) Makes entry on student's health record when supporting documentation of a critical health problem is received; notifies teachers, as appropriate.

- (d) Reviews or initiates CSIR. (All new students must have a CSIR.)
- b. **Student entering from another district school** (or from outside district but who attended a district school in the past)
 - (1) **School clerk**
 - (a) Sends student to school nurse with “New Student Enrollment Form” to be signed by nurse.
 - (b) **Exception:** *If school nurse is not on site on day of student’s enrollment:*
 - 1) Obtains immunization verification if necessary; initiates “Temporary Health Record.”
 - 2) Notifies nurse of entering student’s name; forwards completed forms and information.
 - (2) **School nurse**
 - (a) Notes student’s name, birth date, and appropriate comments on “Temporary Health Record” when student presents “New Student Enrollment Form” for nurse’s signature.
 - (b) Files “Temporary Health Record” until school clerk delivers “Student Health Record” and CSIR received from previous school.
 - (c) Transfers information from “Temporary Health Record” to permanent “Student Health Record”; destroys temporary record.
 - (d) Issues notice to teachers if student has critical health problem.
- 3. **K–12 Record Maintenance by School Nurse**
 - a. **Health record.** Using thermo-reproducing pen, records results of screening examinations, observations, reports, and significant health office contacts with students; files record in school health office.
 - b. **Immunizations.** Records pertinent information on CSIR.

- c. **Exemption statements.** Files statements with health records; notifies teachers, principal, and school secretary as appropriate.
 - d. **Nurse's workbook.** Notes names of students having critical health problems, or needing screening examination follow-up.
 - e. **Critical health problems**
 - (1) Using criteria in C.3.a., identifies students with critical health problems; notifies teachers, principal, and secretary as appropriate.
 - (2) Ensures that problems are noted on health records.
 - (a) **K–12.** Prepares list of students with health problems and submits to appropriate teachers and principal at the beginning of each year with parent/guardian permission.
 - f. **Immunization information.** Records immunization information on permanent "Student Health Record" as follows:
 - (1) Stamps "CSIR in cum. . . complete (or incomplete)" on front of health record, as appropriate.
4. **Transferring/Articulating Students, K–6** (Procedures 6145 and 6525)
- a. **School nurse** brings "Student Health Record" and CSIR up to date; gives to school secretary/clerk to be sent with cumulative record.
 - b. **School secretary/clerk** attaches "Student Health Record" and CSIR to cumulative student record; files until requested by receiving school or until sent to the Student Records Office at Revere Center for storage.
5. **Transferring/Articulating Students, 7–12** (Procedures 6146 and 6525)
- a. **School nurse**
 - (1) Notes transfer on student's "Student Health Record" and on schedule of classes.
 - (2) Initiates CSIR for seventh- and ninth-grade students if not already on file.

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- (3) Brings “Student Health Record” and CSIR up to date; gives to school clerk.
 - b. **School clerk** attaches “Student Health Record” and CSIR to cumulative student record; files until requested by receiving school.
6. **Graduating Students** (Completion of High School)
- a. **High school nurse**
 - (1) Brings “Student Health Record” and CSIR up to date; gives to school clerk or registrar for filing after graduation.
 - (2) Upon student’s request, instructs clerk to provide student with copy of his/her health record and CSIR.
 - b. **School clerk** attaches “Student Health Record” and CSIR to cumulative student record; files in “inactive” file.

E. FORMS AND AUXILIARY REFERENCE

1. Student Health Record, Stock Item 22-H-1205
2. Student Health Record Insert Sheet, Stock Item 22-H-1206
3. Health History, Stock Item 22-H-0710; Spanish, 22-H-0711
4. Health Examination Request, Stock Item 22-H-0700; Spanish, 22-H-0701
5. California School Immunization Record (CSIR), Stock Item 63-P-0286
8. Temporary Health Record, 63-H-0510
9. School Nursing Procedure Manual, available from the Nursing and Wellness Office, Student Services Division

F. REPORTS AND RECORDS

1. **At the beginning of each school year and periodically thereafter**, school nurse, with parent/guardian permission, sends notice of critical health problems to teachers, or delivers critical health problem lists to teachers (sample format available from the Nursing and Wellness Office, Student Services Division).

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2. **Student Health Record and CSIR** retained as permanent records to be attached to and included with permanent cumulative student records.
3. **Clinic records** are destroyed when a student reaches twenty-one years of age, or earlier at the discretion of the department head.

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education