

School Health Records Review

Review of random student records for compliance, completeness and consistency of required documentation. Indicate if the item is present with one of these codes: **Y = Yes, N = No, N/A = Not Applicable**.

District:	School:	Reviewer:	Date:
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STUDENT HEALTH RECORD REVIEW (random students & grades)	# 1	# 2	# 3	# 4
Student's current grade level: Grade _____				
MANDATORY COMPONENTS:				
1. Cumulative health record on each student is maintained				
2. Emergency Information Card is available				
Emergency contact information is present				
Date of emergency card is within one year (updated annually)				
Name of health care provider is present				
Provides parental permission for emergency care				
Health Insurance Information documented (on card or)in IC				
3. Health conditions/health alerts documented in Infinite Campus				
4. Immunization certificate present				
Immunization status is current for grade, <u>or</u>				
Medical Exemption is current, <u>or</u>				
Religious Exemption is provided				
5. School Preventative Health Exam is documented				
6. School Vision Exam is documented				
7. School Dental Screening or Exam is documented				
8. Mandated screenings are provided according to school policy				
Hearing (H), Vision (V)	H V	H V	H V	H V
Optional: Growth and Development w/BMI (G)	G	G	G	G
Note: If all required screenings by grade are not documented in the health record, explain in Comments.				
Referral, follow-up and outcomes documented				
9. Health records are maintained according to FERPA (Family Educational Rights and Privacy Act) requirements				
HEALTH CONDITIONS:				
10. Student has a health condition requiring a care plan (as determined by RN nursing assessment & written orders from medical provider):				
a. Individualized Health Care Plan (IHP) available				
b. Emergency Care Plan is available (separate or included in IHP)				
12. Medication(s) administered per district medication policy (if required)				
Documentation of parent permission, physician order per district policy				
Medications are received, counted and stored in original container				
Medications are stored under lock and key when not in use				
MAR is individualized to each student				
MAR includes drug name, dose, route, frequency, time/date given, reason for missed doses, and initial of staff administering				
13. Policy and procedure for reporting and documenting medication errors in place				

Comments:

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