Port Chester – Rye
Union Free School District

HEALTH NURSES MANUAL

Dr. Ann Engelland
Medical Director
Acknowledgement

The practice of school nursing has evolved significantly over the years and this district Health Nurses Manual contains the latest guidelines and protocols for the practice of School Nursing in the state of New York, as well as the relevant policies of the PC-RUFSD Board of Education. We have updated the Manual to reflect state and national guidelines and policies and have provided electronic links to them. This will allow for continuously updated practice.

We would like to thank Mrs. Memoli and the Board of Education who have recognized this manual as an updated resource for our school nurses and we thank all of them for their support and recognition. This Manual represents an update to the one last reviewed and posted in 2014.

Respectfully,

Ann Engelland MD
District Medical Director, PC-RUFSD

James Ryan,
Athletic Director

Dineen LaDore, MSN, RN
Nursing Coordinator, PC-RUFSD

Fall 2023
Forward

School Health Services are a vital component to our School District’s health program. Without the capable services of school health services professionals, a considerable void would exist in the health services that are provided.

One of the major obstacles to successful educational achievement is poor health. Since all students in Port Chester must have the opportunity to develop their abilities, health services are an essential component of the total school program. The school population and medicine have changed over the years resulting in more complex medical and social problems. Professional school nurses must promote health on a daily basis by assessing and responding appropriately to emergency situations and assisting those students with pre-existing medical conditions in order to achieve and maintain an optimal level of wellness. By promoting and maintaining wellness, students are more able to pursue excellence in their education.

According to the New York State Education Department in November 2022:

Nurses provide health services beyond bandages and ice packs and what looks like a simple treatment is actually the result of a multistep process…The increase in the number of students with chronic health conditions such as asthma and diabetes along with the inclusion of students with severe medical conditions has made school nursing more complex than in the past. Studies have found that having a nurse present can decrease absenteeism, increase immunization compliance, improve chronic condition management, promote health – all allowing students to remain in school and improve academic achievement. Additionally, school nurses can also save money. Research shows that, for every $1 spent on school nursing, society saves $2.20. Having a nurse in a school is one step closer to attaining educational equity.

This manual will serve as a resource for the information necessary to effectively operate and manage school health. Health in schools encompasses physical as well as emotional and academic needs. The school health team participates in all of these decisions.

The information contained in this manual has been compiled in accordance with the program established by the New York State Education Department, the policies of the Port Chester Board of Education, and the guidelines of the New York State Nurse Practice Act and the New York State Center for School Health (NYSCSH). Over recent years the NYSCSH has become a robust and reliable resource for school health professionals either by referring to their website or by phoning for up-to-date advice and support.

This manual will now serve as a resource with electronic links to a variety of rich and helpful resources that are in the public domain and are updated on an ongoing basis.
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Professional Definitions and Requirements

School Nursing

School Nursing is a specialized practice of professional nursing that advances the well-being, academic success, and lifelong achievement of students. To that end, schools facilitate positive student responses to normal development; promote health and safety; intervene with actual and potential health problems; provide case management services and actively collaborate with others to build student and family capacity for adaptation, self-management, self-advocacy, and learning.

Director of School Health Services

The role of a school district’s director of school health services, (medical director) is paramount to ensure the health and safety of the school community. The medical director has a significant role in how schools manage student health, health emergencies and communicable diseases.

Duties of the Director of School Health Services

Pursuant to Education Law §902, public schools must employ a duly licensed physician or nurse practitioner to perform the duties of the director of school health services to perform and coordinate the provision of health services in public schools. A director of school health services (medical director) may be aided by a school nurse who is a registered professional nurse (RN) or other licensed health professionals pursuant to the health professional’s scope of practice. A director of school health services (medical director) may delegate their duties to appropriate licensed health professionals. The delegation of duties should be in writing to avoid any is communication and should be consistent with the licensed health professionals’ scope of practice. Schools may enter into an agreement, or agreements as may be required, with a board of cooperative educational services (BOCES) for the provision of the services of one or more health professionals to perform health services, including the role of the director of school health services (medical director).

The duties of the medical director include:

• Provide a school health services program1 which includes but is not limited to:
  o Informing parents/guardians, students and teachers of a student’s health condition subject to federal and state confidentiality laws;
  o Guide parents, students and teachers in procedures for preventing and correcting defects and diseases;
  o Instruct school personnel in procedures to follow in case of accident or illness; and
  o Survey and make necessary recommendations concerning the health and safety aspects of school facilities and the provision of health information. [Education (Ed) Law §901]
• Provide health examinations of students who do not provide the school with documentation of a health examination performed by a private healthcare provider:
  o For new entrants and in grades PreK or K, 1, 3, 5, 7, 9, & 11; [Ed Law §§ 903, 904]
  o Students referred to the CSE/CPSE upon request; [8 NYCRR §§200.4, 200.1]
  o Working papers upon request; [8 NYCRR §136.3] and
  o Before participation in strenuous physical activities (athletics), periodically throughout the season as necessary, and to prohibit students from participating in such activity without approval of the medical director. [8 NYCRR §135.4]
• Conduct vision, hearing, and scoliosis screenings in the required grade levels. [Ed Law
§904, 8 NYCRR §136.3]
- Provide non patient specific orders to district employed RNs to permit:
  - Administration of immunizations.
  - Emergency treatment of anaphylaxis.
  - Urgent or emergency treatment of opioid related overdose or suspected opioid related overdose. [Ed Law §6907]
- Immediately send home, in a safe and proper manner, any student showing signs of any communicable or infectious disease reportable under Public Health law that imposes a significant risk of infections to others in the school and immediately notify the local public health agency of any disease reportable under Public Health law. [Ed Law §906]
- Following absence due to an unknown illness, the medical director may examine a student who does not have clearance from a local public health officer, duly licensed physician, physician assistant (PA) or nurse practitioner (NP); and
- At the discretion of the medical director, make such evaluation of teachers and any other school employees, school buildings and premises, etc., to protect the health and safety of students and staff.
- Participate on the CSE/CPSE committee upon request. [8 NYCRR §200.3]
- Function as the emergency health care provider with knowledge and experience in the delivery of emergency cardiac care for the school district’s public access defibrillator pursuant to Public Health Law §3000-B as required for having automated external defibrillator(s) (AED) on site. [Ed Law §917, 8 NYCRR §136.4]
- Provide training to unlicensed school staff who will administer epinephrine auto-injectors or glucagon to students with patient specific orders for such emergency medications. [Ed Law Article 19 §921]
- Provide input in the identification, evaluation, and selection of effective engineering and work practice controls as outlined in the Bloodborne Pathogen Exposure Control Plan required by OSHA. [OSHA Standard Number 1910.1030(c)(1)(v), New York State Plan | Occupational Safety and Health Administration (osha.gov)]
- Function as the laboratory director for the school district’s limited laboratory certificate required for performing waived tests on individuals, if necessary. [New York State Guidance for following Standard Practices in Laboratory Medicine- LSL, Limited Service Laboratories | New York State Department of Health, Wadsworth Center]

School Nurse

In August 2020, NYSED’s Office of Student Support Services and the New York State Center for School Health surveyed school nurses and their current roles and responsibilities during the COVID-19 pandemic. The survey results along with feedback from the field indicate a need to provide information to schools on the requirements for school nurses in schools, along with their specific role in schools.

Education Law §902, states only a registered professional nurse (RN) can hold the title of school nurse. LPNs may be useful in school buildings where an RN may need support but may not be used as a replacement for an RN. The Department’s Provision of Nursing Services in School Settings - Including One-to-One Nursing provides detailed information regarding the role of nurses in schools along with the differences between RNs and LPNs.

The majority of respondents to the survey report their competency as a nurse is evaluated by school administration. It is important to note that only a licensed physician, nurse practitioner, midwife, podiatrist, dentist, clinical nurse specialist or an RN may supervise the nursing practice of an RN or LPN (NYS Board for
Nursing FAQs). Other persons not legally allowed to supervise the professional nursing practice of a nurse can, however, supervise non-clinical matters such as attendance, dress code, etc.

**Duties of a School Nurse**

Responsibilities of the director of school health services can be delegated to the school nurse if within their scope of practice. Such delegation should be in writing and should indicate when the school nurse is to contact the director of school health services. These typically include:

- Informing parents/guardians, students and teachers of a student’s health condition subject to federal and state confidentiality laws;
- Guide parents, students and teachers in procedures for preventing and correcting defects and diseases;
- Instruct school personnel in procedures to follow in case of accident or illness; and
- Survey and make necessary recommendations concerning the health and safety aspects of school facilities and the provision of health information. [Education (Ed) Law §901]

- Conduct vision, hearing, and scoliosis screenings in the required grade levels. [Ed Law §904, 8 NYCRR §136.3]
- Immediately send home, in a safe and proper manner, any student showing signs of any communicable or infectious disease reportable under Public Health law that imposes a significant risk of infections to others in the school. Immediately notify the local public health agency of any disease reportable under Public Health law. [Ed Law §906]

In addition, school nurses provide daily health services to students, including, but not limited to:

- Triage, assessment, and care of illness and/or injury.
- Medication administration.
- Case management for students with health care needs.
- Development of Individualized Health Plan for students with Individual Education Plans (IEPs) and Emergency Care Plans to instruct school staff in actions to take when a health professional is not present.
- Health education and counseling related to individual health care needs.
- Counseling, tracking, and follow up for students who are referred for follow up care based on the results of vision, hearing and scoliosis screening, students without adequate documentation of immunizations.
- Connecting students and families with community providers and health insurance.
- Communicating with students and families, along with school personnel as needed regarding student’s health.

Further detailed information on the role and requirements of the District Medical Director and the School Nurse can be found in this New York State document:


**Professional Requirements of the School Nurse**

Section 902 of Education Law allows Boards of Education to employ one or more school nurses, who must be Registered Professional Nurses (RNs) legally qualified to practice nursing in the state. A Licensed Practical Nurse (LPN) is a dependent practitioner who may be hired in a school setting to perform nursing tasks under the direction of a RN or School Physician, but an LPN cannot assume the role of the School Nurse.

All nurses employed by the School District:
● Must hold a valid NYS License to practice nursing.

● Must hold and maintain current certification of
  ❖ CPR/AED
  ❖ First Aid
  ❖ Narcan training
  ❖ Epinephrine administration in anaphylaxis
  ❖ Concussion management

● Must familiarize themselves with and comply with Board of Education Policies related to Health Services (8121 & 8123).

Records for School Health

The purpose of keeping updated health records, appraising student’s current health status, and determining fitness for program participation is to be able to indicate the need for any modifications, and discover any health problems, which may interfere with the learning process or require further assessment and/or treatment.

Initiating Health Records

A school health record must be prepared for each student. The health record should be established to provide procedures for collecting, organizing and maintaining information about students in an orderly, effective manner. All school health records should be considered as part of the district record system.

1. It must provide relevant information about the physical, intellectual, personal, social and environmental factors which can affect the student’s health and education.

2. It is confidential and must be stored so that only duly authorized persons have access to it.

3. Currently, school health records exist in two forms, a paper chart and in eSchool Plus, the District’s electronic record.

   The paper chart contains paper copies of physical exam forms, health information forms, doctor’s notes, hospital records, medication administration papers. Paper charts are maintained for seven years after graduation.

   The eSchool chart holds emergency contact information, hearing and vision testing results, immunization records, growth information, vital signs, records of school health office visits, a medication log, medical alerts.

   The school has an obligation to provide professional interpretation and advice whenever a student’s health record is made available to parents. It should be kept in mind that health record information might be shared with personnel of cooperating agencies only with the consent of the parent or guardian.

4. The United States Family Education Rights and Privacy Act (or FERPA) of 1974 ensures the availability of student records to parents of students under 18 years of age, and to students and former students over 18 years of age and ensures confidentiality of such records with respect to third parties.
5. It must include all tests, examinations and conferences.

6. It must record any diseases, serious illness, major injuries or operations which occur during each year.

7. It cannot be disposed of legally unless one has the consent of the Commissioner of Education. It is the responsibility of the school district clerk to request for the disposition of local district records.

8. It must be made available to the school physician when the child is examined.

9. Must be sent via interoffice mail to another school in the district when the student is promoted from one school to another. The original pupil health records should be transferred from the jurisdiction of the school district where they are initiated. When the student transfers to another school district, a transcript or photocopy of the original, should be forwarded to the school district to which the pupil has transferred written request to the district.

**Health Requirements for School Physical Exam Requirements for Students**

NYS Education Law requires a physical examination for every student in grades pre K, K, 1, 3, 5, 7, & 11 as well as new students to the district. It is highly recommended that a student’s primary physician provide this examination, as he/she is most familiar with an individual’s health history. It is preferable that the physical examination form be submitted to school within 30 days of entering. Students who have not submitted required physical exams in a timely manner may be examined by the school’s Medical Director.

While the law does not require that parents be notified of mandated health assessments, it is expected that district nurses will establish procedures to notify parents of all such evaluations before they are carried out by the District’s medical director.

Here is the link to the *required* NYS school health exam form:

[Required New York State School Health Examination Form](https://www.health.ny.gov/publications/2370_2024.pdf)

**Immunization requirements**

Each school in the district is required to complete the NYS DOH Yearly Immunization Survey to ensure all students are adequately immunized.

Students whose records indicate non-compliance with immunization requirements may be excluded from school at the discretion of the building principal and the Medical Director.

Immunization requirements for school entry and attendance are frequently changing. Below is a link to the latest information on NYS School Immunization requirements. These documents include immunization requirements for students coming from out of state as well as refugees. The footnotes describe in detail the “rolling out” of new vaccines and changes in requirements based on grade/age:

**Athletics and Health**

This section of the manual will focus on athletics and its intersection with health and the health offices. General resources, policies and updates for most questions and policies are available from the New York State Center for School Health and from the NYS Public High School Athletic Association.

Main topics include:

- Interscholastic sports registration and medical clearance
- Forms for school athletics participation
- Concussion management and processes
- Advanced Placement Process rules and procedures
- Mixed competition guidance

The folder below contains all the documents pertaining to Interscholastic Athletics:

[Athletics Based Medical Information](#)

**Interscholastic Athletic Requirements**

The following document explains the NY State Education Department’s policies on health examinations for athletes:


**Interscholastic Athletics Sports Registration & Medical Clearance (HS & MS)**

Sports registration at the High School and Middle School starts 30 days prior to the start of each season. There are 3 sports seasons. Fall (registration typically starts in July and closes in late August) Winter (registration typically starts in October and closes in late November) & Spring (registration typically starts in February and closes in late March). Nursing staff in each building are responsible for checking the registrations at their building and clearing students medically. A student signed up for athletics must have a valid physical examination on file and have no other extenuating medical circumstances to be cleared. It is the responsibility of the nursing staff to follow up with parents/guardians to ensure it is communicated why a student might not be cleared so that they can make the necessary corrections to have their student cleared.

Port Chester-Rye UFSD utilizes an online platform called [Arbiter Sports](https://www.arbiterSports.com) for athletics registration. Nursing staff at the HS and MS will be provided access to the platform to manage the registration process. It is recommended that the nursing staff in each building monitor the registrations from the beginning of the registration period through the established window so that students can be cleared as they register. Waiting until the end of the registration period will inundate nurses with a large number of registrations to be evaluated. It is also typical that many students are registered in the last few days requiring additional oversight at the close of the registration window. HS seasons typically have 300 registrations per season and MS seasons typically have 200 registrations per season.
Concussion Management

Concussion policy and protocol: NYSED

District Concussion policy and protocol:
- MS/HS: PCSD Concussion Management 2-5-19 HS-MS Packet.pdf

Athletic Placement Process

The Athletic Placement Process is a NYSED program that permits physically and emotionally appropriate students to try out for an athletic team that is outside their grade level. The APP process evaluation is a comprehensive evaluation of a student’s emotional and physical maturity (including height and weight); as well as athletic abilities, physical fitness, and sport-specific athletic skills in relationship to other student athletes at that level. The below links are the APP protocols and forms which need to be completed, as well as the steps necessary to complete the process.

- APP Forms 2022.pdf

Mixed Competition in Athletics Guidelines

Health Screenings

Below is a table which summarizes the screenings required for all school grades:


The table itself can be seen here:
Medication in School

Here is a link to the NYSED guidelines for medication management in schools:

Helpful FAQ’s from NYSCSH on medication management:

https://www.schoolhealthny.com/Page/242

Here is a link to a table that delineates requirements and obligations for “nurse dependent”, “supervised” and “independent” students with respect to self administering (aka “self carrying”):

Guide to Determining Levels of Assistance in Medication Delivery

<table>
<thead>
<tr>
<th>Guide to Determining Levels of Assistance in Medication Delivery</th>
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<tbody>
<tr>
<td><strong>Levels of Functional Category</strong></td>
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<tr>
<td>Nurse Dependent Student</td>
</tr>
<tr>
<td>Supervised Student</td>
</tr>
<tr>
<td>Independent Student</td>
</tr>
<tr>
<td>School Staff May NOT Assist Students with Medications</td>
</tr>
<tr>
<td>School Staff Trained by The School Nurse May Assist Students at The Request and Direction of The Student</td>
</tr>
<tr>
<td>No Assistance Is Needed from School Staff</td>
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</table>

Here is the link to the PCRUFSD medication administration forms:

medadminform23-24.docx
Emergency Readiness

Emergency readiness is a priority in developing a district wide program of emergency health services. Readiness includes all activities aimed at developing an increasing level of awareness about safety, increasing positive safety behavior, and improving the environment of the building (against hazards).

Emergency Information

Emergency information should be filled out for each student yearly. These instructions for emergencies, signed by the parent or person with parental authority, should include:

- Name, address, telephone numbers, email for parents/guardians during school hours.
- Name and contact information of person to contact in an emergency when parents cannot be reached.
- Name of family physician or primary health care provider.
- Any special condition the child may have which would require special handling in an emergency. Students who have ongoing health problems may have special health needs, which will impact first aid care.
- The health information should be revised immediately when changes occur.
- It may be advisable to have emergency information for all school personnel.
- This emergency information is usually located in the health office of each school building.

Standing Protocols: First Aid

A comprehensive list of first aid emergencies from Mayo Clinic is available here:

First aid - Mayo Clinic

Emergency GoBag:

Each health office must maintain an Emergency Go bag which should accompany the nurse to any call outside of the health office. This bag should be checked on a regular basis to be sure it is complete and that all medications and supplies are within their expiration dates. Here is the NYSCSH link to emergency readiness and management and a list of Go Bag contents:


Accident Reports

According to Port Chester Board of Education Policy #8122, all accidents occurring in the classroom, on school property, or on buses, regardless of seriousness, must be reported to the school administration as promptly as possible. An Incident Report must be completed by the school nurse. A printable version of the Incident Report can be found here:

accidentincidentreportblank.pdf
Communicable Diseases and Common Illnesses

Fundamental and updated information on communicable diseases from A to Z available here:

Communicable Disease Fact Sheets
AND HERE:

Here are the recent COVID guidelines for schools 2023-24


Confidentiality, Record Keeping and Documentation

HIPAA and FERPA Regulations

The Health Information Portability and Accountability Act (HIPAA)
The Family Educational Rights and Privacy Act (FERPA)

HIPAA (The Health Information Portability and Accountability Act) is a federal law that imposes standards for the protection of individual health information. (20 U.S.C. § 1232g; 34 CFR Part 99) It is important to distinguish between HIPAA and FERPA (The Family Educational Rights and Privacy Act). Educational records that are subject to FERPA are expressly exempted from HIPAA's coverage. Therefore, the confidentiality and privacy of school health records that are part of the student’s educational record are governed solely by FERPA.

HIPAA does, however, affect the nature of the exchange of information from the student’s health providers to the school. Explicit written authorization is required from the parent or guardian in order for information to flow to the school. For example, in order for school personnel to speak to a healthcare provider, the parent/guardian must give permission for the provider to do so.

The link below connects to the FERPA legislation:


The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

This document includes a FAQ on FERPA and issues of student privacy:

https://studentprivacy.ed.gov/frequently-asked-questions

New York State Center for School Health describes HIPAA guidelines and can be found here:

The District must create and provide a document on letterhead that meets the legal requirements of HIPAA for release of permission for the school to speak with health care providers. Please see the form below.

https://docs.google.com/document/d/1abfAU4COYcHNGJavmVKv3zwmOfA18ltv2tRwuDZigrI/edit?usp=sharing
Confidentiality, Record Keeping and Documentation

Health Office Logs

eSchool’s daily log represents all nurse-student interactions organized by time of day. These interactions link to the students own eSchool record.

Sharing of Student’s Medical Issues with Staff

It is essential to treat all health-related information confidentially.

There may be a need to know of an existing health condition in order to modify an education plan or meet health and safety needs of a student. In accordance with law and local policies, school health personnel must determine which order to fulfill his/her professional responsibility. For instance, if a child has an allergy to bee stings, playground staff, bus drivers and individuals who attend field trips with the child; if a child has diabetes, information should be shared with cafeteria staff as well as others, but not with everyone who works in the school.

Decisions about who should have access to health-related information should be made by school health personnel in conjunction with students, parents and medical providers. The health record itself does not have to be shared, but specific information and interpretation of that information should be provided by school health services staff to appropriate individuals.

Information Regarding Sensitive Issues

Districts must determine what, if any, procedures to develop that address sharing of sensitive information with others in the district and/or parents. In accordance with law and local policy, school health personnel must determine which health information is educationally relevant or may pose a risk to an individual student or others in the school and which school personnel would need to be apprised of the information. Overriding all concerns must be the safety of the student and the school community.

Retention of Health Records

An excerpt from LGS-1 – Local Government Records Retention Schedule, can be accessed and searched here:


This excerpt provides information regarding contents and retention of student health records by school districts.

Transgender and Gender expansive students

All students deserve to attend school in a safe and accepting environment. The NYSED document below serves as a guide for all staff to augment their understanding of the issues and rights of transgender and “gender expansive” students and to increase the affirming nature of the health office and its personnel.

SCHOOL DISTRICT
FORMS & POLICIES
Date: ________________

Dear Parent/Guardian:

As you were notified previously, your child______________________________must be immunized against ___________________. The forms were to have been completed and returned to the school by _________________. Despite reminders, the school has not received this information. Therefore, as of _________________, we are excluding your child from school pending the receipt of proof of immunization.

If your child has not been immunized, please contact your doctor or clinic to set up an appointment. I remind you again, your child will not be permitted to attend school until the process has been completed.

Thank you for your cooperation in this matter.

Thank you,

School Principal
June 2023

Dear Parents/Guardians:

Per New York State Education Law all students entering Pre-K or K, 1st, 3rd, 5th, 7th, 9th and 11th grade and students entering the school district for the first time, require a health examination. All physical exams dated on or after 9/1/2022 will be accepted.

The examination must be completed by a New York State Licensed physician, physician assistant or nurse practitioner and on the approved NYSED Student Health Examination Form for School. It is best medical practice if your child has this exam by their own private health care provider.

A dental certificate which states your child has been seen by a dentist or dental hygienist is also asked for at the same time.

- A copy of the health examination must be provided to the school within 30 days from when your child first starts at the school, and when your child starts 9th & 11th grades. If a copy is not given to the school within 30 days, the school will contact you.

- If your child has an appointment for an exam during this school year that is after the first 30 days of school, please notify the Health Office with the date.

- For your convenience, a physical exam form and dental certificate for your health care providers is enclosed.

Sincerely,

Ann Engelland, MD

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<tr>
<th>Thomas Edison</th>
<th>King Street</th>
<th>PCHS</th>
<th>PCMS</th>
<th>Park Avenue</th>
<th>JFK – Olivia St.</th>
<th>Corpus Christi Holy Rosary</th>
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<tbody>
<tr>
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<td>Ph. 934-7897</td>
<td>Ph. 934-7817</td>
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<td>Fax 934-7879</td>
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Estimados padres / tutores:

De acuerdo con la Ley de Educación del Estado de Nueva York, todos los estudiantes que ingresan al distrito escolar por primera vez y al ingresar a 9° y 11° grado, requieren un examen de salud. Se aceptarán todos los exámenes físicos con fecha del 9/1/2022 o después.

El examen debe ser completado por un médico con licencia del estado de Nueva York, un asistente médico o enfermera practicante y en el Formulario de Examen de Salud para Estudiantes aprobado por el NYSED. Es la mejor práctica médica si su hijo tiene este examen por su propio proveedor de atención médica privado.

También se solicita al mismo tiempo un certificado dental que indique que su hijo ha sido atendido por un dentista o higienista dental.

- Se debe proporcionar una copia del examen de salud a la escuela dentro de los 30 días posteriores a la fecha en que su hijo comience por primera vez en la escuela y cuando comience en los grados 9° y 11°. Si no se entrega una copia a la escuela dentro de los 30 días, la escuela se comunicará con usted.

- Si su hijo tiene una cita para un examen durante este año escolar después de los primeros 30 días de clases, notifique a la Oficina de Salud la fecha.

- Para su comodidad, se adjunta un formulario de examen físico y un certificado dental para sus proveedores de atención médica.

Sinceramente,

Ann Engelland, MD

Here is a printable link to the above forms:

healthexamletter2023.docx
Port Chester-Rye Union Free School District

113 Bowman Avenue
Port Chester, New York 10573
914.934.7925

www.portchesterschools.org

Dr. Ann Engelland, Medical Director

Parent Notification Form

Name (Nombre) __________________________ Date (Fecha)__________

Your Child was seen today in the school health office: (Su hijo/a fue visto en la oficina de salud hoy)

Student Illness/Injury/Complaints (Condiciones/Síntomas):

[ ] Breathing (problems al respirar) [ ] Earache (dolor de oído) [ ] Tired (cansancio)
[ ] Nausea/vomiting (náusea/vómito) [ ] Sore Throat (dolor de garganta) [ ] Dizziness (vértigo)
[ ] Cough/cold (tos/catarro) [ ] Eye Irritation (irritación de ojo) [ ] Abrasion (abrasión)
[ ] Headache (el dolor de cabeza) [ ] Pain (el dolor) [ ] Cut (cortadura)
[ ] Stomachache (dolor de estómago) [ ] Diarrhea (diarrea) [ ] Swelling (hinchazón)
[ ] Skin Discomfort (malestar de la piel) [ ] Hunger (hambre) [ ] Burn (la quemadura)
[ ] Nasal Congestion (congestión nasal) [ ] Foreign Object (objeto extraño) [ ] Other (otro)
[ ] Bee Sting (picadura de avispas) [ ] Dental Injury (lesión dental) [ ] Muscle discomfort (molestias musculares)
[ ] Nosebleed (sangrada nasal) [ ] Blister (la ampolla) [ ] Menstrual cramps (dolor de menstrución)
[ ] Insect Bite (mordedura de insecto) [ ] Lost tooth (diente perdido) [ ] Mouth Irritation (iritación de le boca)

First Aid and Follow Up Care Provided (Intervenciones Medicas y Tratamiento)

[ ] Area rinsed/washed (área fue enjuagado/lavada) [ ] Bandage applied (venda fue aplicada)
[ ] Ice applied (hielo fue aplicado) [ ] Rested (descansó)

School nurse (enfermera) ___________________________ Phone (teléfono) __________________
To the Parents/Guardian of________________________________________:

I was not able to test your child’s vision in school today because they did not have their glasses. Please have them bring their glasses to school every day.

If you have any questions or concerns, please feel free to contact me. Thank you.

Sincerely,
A recent hearing acuity test indicates that your child shows signs of hearing difficulty. To assist school personnel in making any necessary adjustment of the educational program, the following is recommended:

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<th>Test Type</th>
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<tr>
<td>An exam by your child’s physician.</td>
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<tr>
<td>A complete Otological exam by an Otolaryngologist (Ear, Nose, and Throat Doctor).</td>
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<tr>
<td>A Tympanogram (Impedance Meter).</td>
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<tr>
<td>A Pure Tone Audiogram.</td>
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<td>A Middle Ear Functioning</td>
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To Physician:

This pupil shows evidence of a hearing difficulty as a result of a threshold acuity screening test. Your medical and audiometric findings will be helpful in planning special educational services.

The following signs have been observed by school personnel:

Report of school’s threshold acuity test:

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<tr>
<th>RIGHT</th>
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Please send your audiometric and/or medical evaluations, including your recommendations to:

_______________________ School Nurse

_______________________ School Name
AUTHORIZATION FOR USE OR DISCLOSURE OF PROTECTED HEALTH INFORMATION

In order to share protected health information with the school district, your healthcare provider may require completion of the form below to comply with the requirements of the Health Insurance Portability and Accountability Act (HIPAA). Please complete, sign and give the form to your healthcare provider and/or to your school nurse to avoid delays in care of your child.

I, __________________________________________ authorize my child’s healthcare provider listed below:

Name ________________________________________ Phone __________________ Fax __________________________

to release the medical records of my child, __________________________________________, DOB __________________

to the district’s Medical Director School Nurse Counselor Occupational Therapist (OT)
Physical Therapist (PT) Psychologist Social Worker Speech Therapist (ST) Other __________

The healthcare provider may disclose the following information: (Parent/School: check all that apply)

☐ Immunizations ☐ Health Appraisals ☐ Past/Current Medical Conditions and impact on attendance, athletics or school programming or therapy ☐ Social History

The Protected Health Information may be used, disclosed or received for the following purpose(s):

(Parent/School: check all that apply)

☐ To develop care or therapy plans for routine and emergent school management
☐ To design appropriate educational, school or athletic programs
☐ To assess the impact of the medical condition(s) on school programming and/or attendance
☐ To share school observations/concerns surrounding behavior
☐ To assess a medical basis for modification of transportation and/or home tutoring
☐ Medication delivery or therapy prescriptions
☐ At patient’s request with no specified purpose
☐ Other ____________________________________________________________________________

PARENT: Please select one:

☐ This authorization is valid for the entire academic school year 20____ - 20____
☐ This authorization is valid for the duration of attendance within the school district
☐ This authorization shall expire on _______/______/______(MO/DD/YR)

I acknowledge that I have the right to revoke this authorization at any time by sending written notification to the Privacy Office at my healthcare provider’s office and to the District Administration Building. I understand that the revocation of this authorization is not effective if the Healthcare Provider or District has used the authorization for disclosure of the Protected Health Information before receiving my written revocation notice. I understand that any Protected Health Information disclosed as a result of this Authorization to anyone not covered by the state and federal privacy laws and regulations may be subject to re-disclosure and may no longer be protected by federal or state law. I understand that my child’s treatment is not dependent on my agreement to release or withhold information. I acknowledge that the district will share relevant school information with my healthcare providers and when applicable with those governmental agencies as required for reimbursements. I give permission for the school representatives above to share and disclose information as indicated above with the health care provider listed.

____________________________________________________________________________________

Signature of Parent/Guardian or student if over 18 Relationship Date

YOU MAY REFUSE TO SIGN THIS AUTHORIZATION. A SIGNED COPY OF THIS AUTHORIZATION MUST BE GIVEN TO THE ADULT PATIENT OR PARENT OF THE MINOR CHILD
AUTORIZACIÓN PARA EL USO O DIVULGACIÓN DE INFORMACIÓN MÉDICA PROTEGIDA

Para compartir información médica protegida con el distrito escolar, su proveedor de atención médica puede requerir que complete el formulario a continuación para cumplir con los requisitos de la Ley de Portabilidad y Responsabilidad del Seguro Médico (HIPAA). Por favor, llene, firme y entregue el formulario a su proveedor de atención médica y/o a la enfermera de su escuela para evitar retrasos en la atención de su hijo.

Yo, ___________________________________________ autorizo al proveedor de atención médica de mi hijo que se indica a continuación:

Name_________________________________________ Phone_________________ Fax________________________

para divulgar los registros médicos de mi hijo, ___________________________________________________, DOB __________________________

☐ al Director Médico del distrito, ☐ Enfermera de escuela, ☐ Consejero de escuela, ☐ Terapeuta Ocupacional (OT)
☐ Fisioterapeuta (PT) ☐ Psicólogo Trabajador ☐ Social Logopeda (ST) ☐ Otros ________________

El proveedor de atención médica puede divulgar la siguiente información: (Padre/Escuela: marque todas las que correspondan)
☐ Vacunas ☐ Evaluaciones de salud ☐ Condiciones médicas pasadas/actuales e impacto en la asistencia, el atletismo o la programación o terapia escolar ☐ Historia social

La Información Médica Protegida puede ser utilizada, divulgada o recibida para los siguientes propósitos: (Padre/Escuela: marque todo lo que corresponda)
☐ Desarrollar planes de atención o terapia para la administración escolar de rutina y de emergencia
☐ Diseñar programas educativos, escolares o deportivos apropiados
☐ Evaluar el impacto de la(s) condición(es) médica(s) en la programación y/o asistencia escolar
☐ Compartir las observaciones/preocupaciones de la escuela en torno al comportamiento
☐ Evaluar una base médica para la modificación del transporte y/o la tutoría en el hogar
☐ Entrega de medicamentos o recetas de terapia
☐ A petición del paciente sin propósito específico
☐ Otro ____________________________

PADRE: Por favor, seleccione uno:
☐ Esta autorización es válida para todo el año académico 20____- 20____
☐ Esta autorización es válida por la duración de la asistencia dentro del distrito escolar
☐ Esta autorización expirará el _______/______/_______(MO/DD/AÑO)

Reconozco que tengo derecho a revocar esta autorización en cualquier momento enviando una notificación por escrito a la Oficina de Privacidad en el consultorio de mi proveedor de atención médica y al Edificio de Administración del Distrito. Entiendo que la revocación de esta autorización no es efectiva si el Proveedor de Atención Médica o el Distrito ha utilizado la autorización para la divulgación de la Información Médica Protegida antes de recibir mi notificación de revocación por escrito. Entiendo que cualquier información médica protegida divulgada como resultado de esta autorización a cualquier persona que no esté cubierta por las leyes y regulaciones de privacidad estatales y federales puede estar sujeta a una nueva divulgación y es posible que ya no esté protegida por la ley federal o estatal. Entiendo que el tratamiento de mi hijo no depende de mi acuerdo para divulgar u retener información.

Reconozco que el distrito compartirá información escolar relevante con mis proveedores de atención médica y, cuando corresponda, con las agencias gubernamentales según sea necesario para los reembolsos. Doy permiso para que los representantes de la escuela mencionados anteriormente compartan y divulguen información como se indica anteriormente con el proveedor de atención médica que figura en la lista.

Firma del padre/tutor o estudiante si es mayor de 18 años Relación Fecha

Usted puede negarse a firmar esta autorización. Se debe entregar una copia firmada de esta autorización al paciente adulto o al padre del menor.