

USE OF STUDENT HEALTH RECORDS

To protect the confidentiality about students, including the health and safety needs of our students, the following procedures will be implemented:

Based upon a need to know criteria, employees of the district and employees of contracted services may receive health information regarding students that includes condition, what to look for regarding medical needs, and what actions to take if the student has a health need while under their supervision. This information will be prepared and distributed by school nursing services.

Health information will be maintained on the information technology system of the agency.

According to the Family Educational Rights and Privacy Act (FERPA), 34 C.F.R. Part 99 Subpart A-General, an educational agency or institution may disclose personally identifiable information from an educational record of a student without the consent required by Sec. 99.30 if the disclosure meets one or more of the following conditions:

- (1) the disclosure is to other school officials, including teachers, within the agency or institution whom the agency or institution has determined to have legitimate educational interests. (Sec. 99.31)
- (2) the disclosure is to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. (Sec. 99.36)

Health information shared with employees and contracted service employees without parental consent will be limited to the condition, what to look for regarding the condition, and what to do in the event of a health need. Health information shared with employees and contracted service employees will be limited to health conditions that may cause a condition to which the employee needs to respond.

Health information, regardless of format (ex.: e-mail, letter, etc.), shared with employees or contracted service shall be destroyed by the employee in a confidential manner when no longer needed for the purpose for which it was provided.

Supervisors of employees or contracted service employees will in-service the employee on these procedures before disclosing the health information. The employee will sign a document/authorization that records the date of the training, person providing training and states the responsibility to keep information confidential.

Disclosing health information to others outside the guidelines of this procedure is grounds for disciplinary action up to and including a recommendation for termination.

ADOPTED: 10/4/07

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