

SPECIAL SERVICES

Student Records

Access to the Health Records of Students

This regulation supersedes Regulation 2710.6.

I. PURPOSE

To establish rules and procedures governing access to student health records.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

Section III. has been revised to include electronic versions of health records and to give School Age Child Care (SACC) staff members access to student health records with written parental consent.

III. ACCESS TO RECORDS

Access to health and clinic room records, including electronic records, may be extended to school public health nurses, clinic room aides, adult volunteers, and other school staff members when necessary to carry out a professional responsibility and when authorized by the principal.

Upon receipt of written parental consent, access to students' health and clinic room records, including electronic records, may be made available to SACC staff members when necessary to ensure appropriate educational and child care programs. Parental consent forms shall be maintained in the students' cumulative files.

IV. MAINTENANCE OF RECORDS

School public health nurses and clinic room aides may generate, update, verify, or generally maintain health information or student health records as appropriate to the discharge of their duties. Adult volunteers may be assigned duties related to student health records only as deemed appropriate and authorized by the principal and following appropriate training.