



## Health Records Guidelines

### General Information

1. Print Monroe School District forms as needed from [MPS Portal](#) intranet website
2. All forms or parent communications are subject to review and approval
3. Forms provided annually by other agencies
  - a. CIS (Certificate of Immunization Status), Washington State Dept. of Health/Child Profile
  - b. Operation School Bell, Assistance League of Everett
  - c. Professional Services Log, Medicaid
  - d. School Absenteeism Report, Snohomish Health District

### Skyward Health Records

1. Nurses Log
2. Use Skyward as source of Emergency contact information
3. CIS information entered, updated as needed
4. Health condition/treatment codes entered, updated as needed
5. Emergency Care Plan
6. Individual Health Care Plan
7. Mandated Screening data (vision, hearing)
8. Emergency Alert box entries for students with health care plan should be brief; i.e. *Asthma, see health care plan*
9. Check “This Student Has Critical Alert Information” (**name in red**) for life threatening condition only
10. See WESPac Health Module Data Entry on [MPS Portal](#)

### Current Student Health File

1. File folder label includes student’s legal name, last name first, and date of birth
2. Student CIS original copy  
Vaccination dates added after parent signature, Health Room staff initial and date  
Head Injury Reports
3. May contain the following additional forms:
  - a. Past years Authorization for Administration of Medication at School
  - b. Past years Emergency Health Care Plan and/or Individual Health Plan
  - c. Past years Medication Log
  - d. Past years Physician’s Order for Special Nursing Care/Medical Treatment
  - e. Past years Student Medical Alert Update
4. Files must be in locked file cabinet

### Health Room Binders

1. Individual Student Medication binder may contain the following forms/information
  - a. Authorization for Administration of Medication at School
  - b. Medication Log
  - c. Medications
  - d. Student Emergency Health Care Plan
  - e. Physician’s Orders for Special Nursing Care/Medical Treatment
  - f. Binder must be stored in locked cabinet
2. Student Medical Alerts maintained in binders by alpha, current year

## **Health Records Guidelines**

3. Emergency Care Plans maintained in binders by alpha, current year
4. In event of emergency that requires evacuation of building Health Room staff take:
  - a. Emergency Care Plan binders
  - b. 72 hour student medication supply
  - c. Emergency medication (i.e., Epi Pens, inhalers)

### **Health Room Separate Files (Shred at end of the year)**

1. Order of Emergency Expulsion from School for Immunization Noncompliance
2. Conditional Admission Information
3. Parent notes for current year
4. Files must be stored in locked file cabinet

### **Withdrawn Student Health File**

1. Do not merge with cum file
2. Filed alpha by withdrawal year
3. Retain on site for 8 years
4. Files must be in locked file cabinet

### **Certificate of Immunization Status**

1. CIS can be released to receiving school without parent consent
2. Original CIS can be provided to parent or sent home with student during checkout

### **Release of health records other than CIS**

1. Parent/guardian written release required
2. Release only Monroe School District documents
3. Do not release documents provided to Monroe School District by other agencies

### **End of the Year Clean up**

1. Meds picked up by parent must be counted with paperwork signed and dated by parent and employee
2. Meds not picked up must be counted and discarded with paperwork signed and dated by two employees
3. Purge Student Health Files at 8 years; shred all contents
4. Contact District Office Ext. 2571 to arrange for confidential shredding