

Record Retention Procedure

for

Student Health and Medical Information

Rationale:

Confidential Student Health Form, School Health Screening Information, Medication Administration Records (MAR) , Parent Authorization Forms, Individual Health Care Plans, Asthma Action Plans and Severe Allergy Plans, Health Condition Fact Sheets etc., are considered confidential school health and medical records that must be protected and maintained by the system for several years.

The following procedure will outline a standard procedure to protect and maintain confidential health and medical information in a central and accessible location to facilitate a formal request for this information.

The Medication Records Clerk is the staff responsible to coordinate and route all confidential student health and medical information on the last day of school.

The following is a list of the health and or medical information that is to be placed in the student cumulative file at the end of every school year.

- Confidential Student Health Form
- School Health Screening Information-(include permission and decline forms)
- * Medication Administration Records (MAR)
- * Parent Authorization Forms
- Individual Health Care Plans
- Asthma Action Plans
- Severe Allergy Plan
- Health Condition Fact Sheet

For information regarding the documentation in the Medication Binder please refer to the Medication Binder Record Retention Procedure in this training material.