

# POLICY GUIDE

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**Student Health Records**

## 5308 STUDENT HEALTH RECORDS

The school district shall maintain mandated **student** health records for each **student** pursuant to N.J.A.C. 6A:16-2.4. The district will document **student** health records using a form approved by the Commissioner of Education.

The maintenance and security of **student** health records shall be in accordance with N.J.A.C. 6A:32-7.4 and 6A:16-2.4. **Student** health records **may be stored electronically or in paper format and** shall be maintained separately from other **student** records in a secure location accessible to authorized personnel while school is in session. The health **history** and immunization record shall be removed from the **student's** health record and placed in the **student's** mandated record **upon** graduation or termination and kept according to the schedule set forth in N.J.A.C. 6A:32-7.8.

The transfer of **student** health records when a **student** transfers to or from a school district shall be in accordance with N.J.A.C. **6A:16-7.1 et seq.**

Any Board of Education employee with knowledge of, or access to, information that identifies a **student** as having HIV infection or AIDS; information obtained by the school's alcohol or drug program which would identify the **student** as an alcohol or drug user; or information provided by a secondary school **student** while participating in a school-based alcohol or drug counseling program that indicates a parent, guardian, or other person residing in the **student's** household is dependent **upon** or illegally using a substance shall comply with restrictions for sharing such information in accordance with N.J.A.C. 6A:16-2.4**(b) through (e)** and as required by Federal and State statutes and regulations.

Access to and disclosure of information in a **student's** health record shall meet the requirements of the Family Education Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, **and** 34 CFR Part 99, incorporated herein by reference, as amended and supplemented, and N.J.A.C. 6A:32-7, Student Records.

The school district shall provide access to the **student's** health record to licensed medical personnel, not holding educational certification, who are working under contract with or as employees of the school district only to the extent necessary to enable the licensed medical personnel to perform their duties. Secretarial or clerical personnel under the supervision of the certified school nurse shall be permitted access to those portions of the **student** health record necessary for entry and recording of data and for conducting routine clerical tasks as outlined in N.J.S.A. 18A:40-3.4 and N.J.A.C. 6A:32-7.5.



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Nothing in N.J.A.C. 6A:16-2.4 or in Policy and Regulation 5308 shall be construed to prohibit school personnel from disclosing to **students** or adults in connection with an emergency **the information contained in the student health record if the release is necessary** to protect the immediate health or safety of **the student** or other persons pursuant to N.J.A.C. 6A:32-7.54.

N.J.A.C. 6A:16-2.4 et seq.; 6A:32-7.4 et seq.;  
**6A:32-7.5 et seq.**

Adopted:

