

The background of the slide is a composite image. The top left shows a line of yellow school buses, with the number '32' visible on the front of one. The bottom left shows a classroom with blue walls, decorated with colorful balloons and framed pictures. There are several small white tables and chairs arranged in the room.

# School Health Services Documentation

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2022



Kentucky Department of  
**E D U C A T I O N**

# Student Confidentiality:

- Student health records are part of the student's education records Protected by FERPA [What is FERPA? ed.gov](https://www.ed.gov/what-is-ferpa)
- Access permitted on a “need to know basis”
- Only electronic billing for school health services submitted electronically to Medicaid is subject to HIPPA [What is HIPAA? CDC.GOV](https://www.cdc.gov/hipaa/)

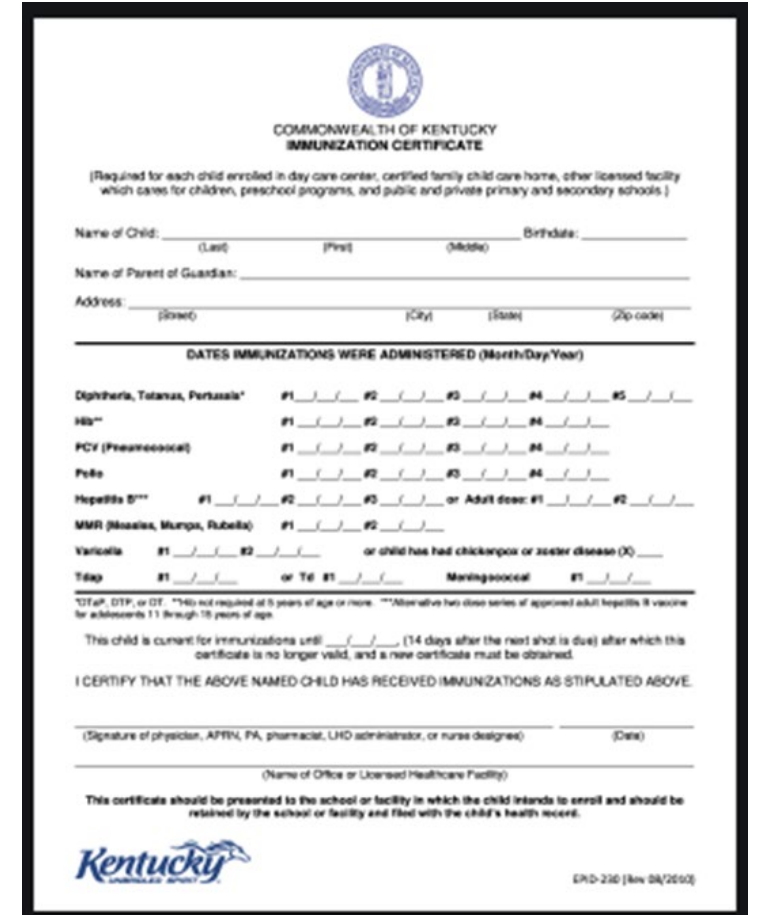


# Educational Records:

- Health records maintained by school employees or contracted employees who provide “school health services”
- Health services may include:
  - ✓ Health acute care office visits
  - ✓ Health chronic care office visits
  - ✓ Health promotion
  - ✓ Health maintenance
  - ✓ Related or supportive services
    - Medication or treatment records
    - Phone calls and emails

# Required Health Documents:

- Immunization certificate
- Vision exam
- Physical exams
- Dental exams/screening
- Kentucky High School Athletic Association (KHSAA) sports physical form



The image shows a sample of a Commonwealth of Kentucky Immunization Certificate. At the top is the state seal and the title "COMMONWEALTH OF KENTUCKY IMMUNIZATION CERTIFICATE". Below this is a note: "(Required for each child enrolled in day care center, certified family child care home, other licensed facility which cares for children, preschool programs, and public and private primary and secondary schools.)". The form includes fields for "Name of Child" (Last, First, Middle) and "Birthdate", "Name of Parent or Guardian", and "Address" (Street, City, State, Zip code). A section titled "DATES IMMUNIZATIONS WERE ADMINISTERED (Month/Day/Year)" contains rows for Diphtheria, Tetanus, Pertussis; Hib; PCV (Pneumococcal); Polio; Hepatitis B; MMR (Measles, Mumps, Rubella); Varicella; and Tdap. Each row has numbered blanks for dates. There are also checkboxes for "or child has had chickenpox or zoster disease (X)". Below the immunization section, there is a statement: "This child is current for immunizations until \_\_\_\_/\_\_\_\_/\_\_\_\_ (14 days after the next shot is due) after which this certificate is no longer valid, and a new certificate must be obtained." followed by a certification line: "I CERTIFY THAT THE ABOVE NAMED CHILD HAS RECEIVED IMMUNIZATIONS AS STIPULATED ABOVE." At the bottom, there are lines for the "Signature of physician, APRN, PA, pharmacist, LHO administrator, or nurse designated" and "Date", and a line for "Name of Office or Licensed Healthcare Facility". A footer note states: "This certificate should be presented to the school or facility in which the child intends to enroll and should be retained by the school or facility and filed with the child's health record." The Kentucky Department of Education logo is at the bottom left, and the form number "EPD-230 (Rev. 04/2002)" is at the bottom right.



| Type                            | Age of Child              | School Documentation                                                  | Data Entry into KSIS |
|---------------------------------|---------------------------|-----------------------------------------------------------------------|----------------------|
| Physical Exam                   | 3,4,or 5                  | Initial entry to school<br>(may accept Headstart or preschool)        | Yes                  |
| Physical Exam                   | 10, 11 or 12<br>(usually) | Can be performed up to 1 year prior to<br>6 <sup>th</sup> grade entry | Yes                  |
| Vision Exam                     | 3, 4, 5, or 6             | Initial entry to school (can accept<br>Headstart of preschool)        | Yes                  |
| Dental Exam/Screening           | 5 or 6                    | Entry to kindergarten ONLY                                            | Yes                  |
| Hearing and Vision<br>Screening | Any age                   | School district determine which grades<br>screened                    | Yes                  |
| Immunizations                   | Varies                    | For all scheduled, as needed or<br>emergency medications              | Preferred            |
| Health Office Visits            | Varies                    | Individual health office visits and<br>treatments                     | Preferred            |

# Keeping School Health Records:

## Cumulative Health Documents

1. Required school health documents
2. Medication Information
3. Other health services documentation
  - Health office visits
  - Documentation of physician or parent communication

## Record Retention:

Kentucky Records Retention  
Schedule, 2019 page 120

1. Electronic record in Kentucky Student Information System (KSIS) (preferred) or
2. Hard copy folder/chart

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# Data Entry for End of Year Reporting:

- All health data must be entered into the Kentucky Student Information System (KSIS) before June 1 of each year to be included in end-of-year reports [Health Data Entry for EOY Reports](#)
- All school health data will be extracted by KDE on June 1
- Health data now included in [Kentucky Department of Education \(KDE\) OPENHOUSE Data Website](#)

# Guidance on Health Data Entry:



- Multiple guidance documents regarding the use of KSIS for school health found on KDE's [Student Health Services Infinite Campus Information webpage](#)

# Contact Information:

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