

SCHOOL HEALTH RECORDS

Every child attending Brunswick schools must have a current "State of Maine Permanent School Health Record." Such records are to be maintained under the direction of the appropriate school nurse.

I. STUDENTS ENTERING SCHOOL FOR THE FIRST TIME

At the time of registration the parent will provide the school with information necessary for completion of the School Medical Record Form. Evidence of a physical examination is to be attached to the form.

II. IN-STATE TRANSFER STUDENTS (INCOMING)

The nurse is responsible for securing of health records from the student's previous school. In the event that no record is obtainable, a new form will be initiated as described in I. above.

III. OUT-OF-STATE TRANSFER STUDENTS (INCOMING)

The nurse will attempt to secure a medical record from the school previously attended. Information will be transferred to a State of Maine Permanent Health Record and the out-of-state record attached. In the event no record is obtainable, a form will be initiated as described in I. above.

IV. RELEASE OF SCHOOL MEDICAL RECORDS

Student Medical Records will be released to others only in accordance with existing procedures pertaining to student records.

<i>Related Materials/Procedures:</i>	<i>Department of Educational & Cultural Services, Maine"</i> <i>Permanent School Health Record," revised, 1975</i> <i>Policy JLCA</i> <i>Administrator's Handbook</i> <i>School Medical Record Form</i>
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