

## **Referral and Communication of Health Information to Staff, Parents, and Teachers**

The following procedures will govern the implementation of the district's health service goals and objectives:

- I. AUDITORY SCREENING, OBTAINING AND RECORDING HEALTH INFORMATION, ETC.
  - A. If a teacher discovers a student has a health problem, he/she has these alternatives:
    1. Personally contact parent by note or phone call;
    2. Contact the school counselor;
    3. In case of non-English speaking students, contact "Home-School Contact" personnel requesting parent contact.
  - B. If students appear to have hearing problems, fill out request for auditory examination by speech therapist. These requests can be placed in the counselor's box or sent directly to speech therapist.
  - C. If teacher suspects vision problem, refer to school counselor. The school counselor will send vision referral to parent.
  - D. If a teacher learns that a student needs glasses and family appears not to be able to provide them, include information on financial status and leave in counselor's box.
  - E. If rash, nits or other communicable disease symptoms are noticed, contact principal for verification process.
  - F. If there are any indications of possible student abuse, this must be reported immediately. School employees, contact local police department or Children's Services Division (CSD) and inform principal. Delay may result in disappearance of symptoms and no action can then be taken to prevent recurrences. Any school employee who fails to report a suspected student abuse as provided by Board policy and the prescribed Oregon law commits a violation punishable by law.
  - G. Mental health and family counseling services are available. All mental health programs offer public information, education, coordination and referral planning within basic service area. Services available upon request of schools, students and parents.

## II. AUDITORY SCREENING

- A. Auditory screening is accomplished yearly by the county. Additional screening will be accomplished at that time by teacher request. At other times, the I.E.D. speech therapist has access to an audiometer and will check hearing upon request.

## III. OBTAINING AND RECORDING HEALTH INFORMATION

### A. General Health Information

Information accumulated which is pertinent to the continuing health status of the student should be recorded on the school health card. Any information coming to the attention of the school counselor, teacher or other staff should be turned over to the secretary (secondary) or teacher (elementary) who will be given responsibility for recording the same. Information received by teacher/secretary will be sent to the school counselor. Likewise, any information brought to the attention of the teacher should be sent to the school counselor. Types of information which should be noted might be:

1. A student who is epileptic;
2. A student who is on a particular drug for health reasons;
3. A student who has a particular health problem, such as problems of sight, hearing, locomotion, a mental or emotional problem.

### B. Physical Examinations

Notation should be made on health card when evidence is obtained of physical examination, (i.e. "7-10-77 (goldenrod) Physical Exam Negative;" or "2-10-76 Athletic Physical Exam Negative").

### C. Height and Weight Measurement

Height and weight should be taken by staff yearly at grades seven (7) through eight (8) and twice yearly K-6. Height and weight will be recorded on health card by secretary or teacher in charge.

### D. Snellen Eye Test or Other Vision Testing

Staff will do eye testing and turn in worksheet or roll sheet with names in alphabetic order and results will be recorded on health card. Work sheet will then go to counselor for retesting and follow-up. The counselor will record results of retest and follow-up.

E. Location of Health Records

1. Secondary: Health record cards are to be kept in alphabetic arrangement in fireproof file in office, separate from the cumulative folder, but readily available to teacher or counselor. Cards to be kept in folders according to grade level or according to classes by teacher as individual school office desires.

2. Elementary: Health cards will be kept in cumulative folders.