

STUDENT HEALTH FOLDERS

1. Health folders are to be completed for all new incoming students. If a student is transferring from another Pomona school, their folder should be requested from the previous school. (This request is usually made by the office staff)
2. Health folders are to be completed in ink.
3. Student name (last name first), date of birth, sex and ID number should be filled in at the top of the health folder. Computer labels may be used for this information.
4. Date of the First Grade CHDP physical is to be filled in when the requirement is met. Physical form should be filed in the student's cum.
5. Date of Oral Assessment completed or waiver signed.
6. If the student receives DIS Health services, the current IEP date should be written in pencil.
7. Year, school and grade should be filled in on a yearly basis in the appropriate columns. Teacher name is optional. School name may be completed in pencil.
8. Special Education placement should be noted in appropriate column. (i.e. RSP, SDC) Date of Special Ed assessment should be indicated.
9. Screening results should be filled in within the appropriate space in the column, using P for pass, F for fail of hearing, color vision and scoliosis. Vision results should be recorded using the 20/? Code. (i.e. 20/30, 20/50, etc.) Date of screening and any referral should be noted. A copy of the audiogram should be filed in the health record.
10. Routine physical exam dates should be indicated in the CHDP column.
11. Immunizations and PPD information can be stamped with "See CSIR card". CSIR card should be filed in the student's cum.
12. Significant health concerns, such as allergies, asthma, diabetes, etc., should be clearly noted in the space indicated.
13. The inside of the Health Records (Progress notes) should be utilized by nurses and health assistants to record pertinent health information, such as additional medical information, referral follow-up, contacts, etc. All notations should be dated and signed. No white out is to be used. Any errors should be crossed by using a single line and then initialed. Notes can also be typed into Q under Health Office Visits.
14. Outdated illness excuses should be purged from health folders.