

MEDICAL ALERT INFORMATION PROCEDURE

Each school year, school nurses will create a process with administrators for disseminating Medical Alert Information to school staff who have a legitimate 'need to know' in compliance with FERPA Law. The information will be compiled from the Student Physical and Athletic Exam Form, and/or the annual Student Health History Form which includes a parent permission signature for release of information. The school nurse will enter the information into the Emergency Medical page in PowerSchool. All staff should check for a medical alert icon in PowerSchool for all students on their roster.

The appropriate information on students with potentially life threatening medical emergencies (e.g. asthma, seizures, diabetes, cardiac conditions, bee sting and food allergies, et. al.) will be shared with the appropriate administrators and reviewed with personnel who have direct contact with the student (such as teachers, food services staff, bus drivers,). Any medical alert information is to be kept strictly confidential and will be updated by the school nurse as needed.

Adopted: March 24, 2010

Board Deleted as Policy: September 25, 2013

Adopted as Administrative Procedure: October 15, 2013

Revised: March 20, 2024