

Appendix B.8

Retention of Health Records

Record	Retention
<p>Individualized Student Records –</p> <ul style="list-style-type: none"> • Cumulative health record – record specific to a student with health history, immunization records, including immunization exemptions – medical and religious, screening results, etc. • Clinic record – documentation of student visit, assessment, and care. 	<p>10 years or age 23 then destroy</p> <p>23 years-of-age Rev. 8/12</p>
<p>Clinic Records</p> <p>Nursing Documentation – detail of assessment and care to individual student:</p> <ul style="list-style-type: none"> • Physician orders for medications, treatments, procedures; • Parent(s)/guardian(s) consent for medication, treatments, procedures; • Medication records and parent consents (parent/guardian, physician); • Treatment records and parent consents (flow charts for asthma peak flow readings, seizure logs, blood glucose, catheterizations, tube feedings, etc.); • Behavioral Assessment Tools (assessment of drug or alcohol use, observations for medication effects (ADD/ADHD)); • Injury reports from health care provider (ie: care and activity restrictions, physician releases, or exclusion from sports/school); hospital records; • Child abuse and neglect documentation – notes, graphics; • Audiology reports; 	<p>Stored in student’s individual health record until 23 years- of-age then destroy Rev. 8/13</p>
<ul style="list-style-type: none"> • Individual healthcare plans; • Asthma action plans; • Emergency action plans; • Screening reports of medical professionals; • Emergency Cards (renewed annually); • Daily clinic log (with entry of name, date, time of visit – not considered adequate to document individualized care – recommend individual records, i.e., notebook, card file, etc.); • Head injury note; 	<p>May be discarded after one year. Any pertinent information should be summarized on cumulative health record. Destroy</p>
<ul style="list-style-type: none"> • Immunization Records; 	<p>3 years after leaving school or graduating Destroy Rev. 8/12</p>
<ul style="list-style-type: none"> • Immunization “in progress” forms; 	<p>Until next dose is given. Rev. 8/09</p>
<ul style="list-style-type: none"> • Incident reports – record of internal concerns, medication errors, injury reports. 	<p>Stored separately from student records</p>

Retrieved May 2022 from: <https://www.sos.mo.gov/CMSImages/LocalRecords/PublicSchool.pdf>- Health Records