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### Policy 4160 PHYSICAL EXAMINATION

The Board of Education requires that each support staff member newly employed in this district, full-time or part-time, submit to a physical examination that includes the member's health history, health screenings, and medical evaluation, in accordance with district regulations. School bus drivers will be required to comply with Drug and Alcohol testing at the time of hire, and random testing in accordance with Department of Transportation regulations.

Each support staff member employed by this district shall annually submit an updated employee health history accompanied by an assurance statement. An employee who refuses to submit an updated health history shall be required to submit a full health history and undergo a medical evaluation.

A support staff member may include in his or her health history such health status information, including medications, as may be of value to medical personnel, in the event of an emergency requiring treatment. The member may also choose to share the same information with the principal and, if desired, with the certified school nurse to assure ready access in a medical emergency.

In order to determine whether an applicant is able to perform job-related functions with reasonable accommodation, candidates for employment as support staff members shall be required to submit to a physical examination that includes the candidates health history, health screenings, and medical evaluation, in accordance with district regulations. No preemployment examination will be used to determine a candidate's disabilities.

The physical examinations required by this policy shall be limited to those assessments necessary to determine the support staff member's physical and mental fitness to perform with reasonable accommodation in the position he or she seeks or holds and to detect any health risks to pupils or other employees.

Physical examinations required by this policy may be conducted by a physician or institution designated by the Board or, at the employee's election, by a physician or institution designated by the employee and approved by the Board. The cost of any such examination conducted by the physician or institution designated by the Board shall be borne by the Board. The cost of any such examination conducted by the physician or institution chosen by the employee and approved by the Board shall be borne by the employee.

All records containing medical and health information about individual employees, including computerized records, will be secured and will be stored and maintained separately from other personnel files. The information contained in medical records will be kept confidential. Only the employee, the Superintendent, and the school medical inspector shall have access to medical information regarding an individual employee,

except that a principal and school nurse so authorized by the employee may receive information about the employee's health history.

Additional examinations and/or certifications may be required to verify fitness in accordance with Policy No. 4161 or disability in accordance with Policy No. 4425.

42 U.S.C.A. 12101

N.J.S.A. 18A:16-2 et seq.

N.J.A.C. 6:29-2.3; 6:29-7.1 et seq

Adopted: 11 June 1997