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Regulation 4160 PHYSICAL EXAMINATION

A. Definitions

1. "Assurance statement" means a written document signed by the subject employee certifying that the information contained in the document is true to the best of the employee's knowledge and belief.
2. "Employee" means the holder of any full-time or part-time position of employment.
3. "Health history" means a written record of a person's past health events and history, completed by the person or the person's physician.
4. "Health screening" means a testing, by various appropriate diagnostic tools, to determine the presence or precursors of disease or debilitating condition.
5. "Medical evaluation" means the examination of a person's body by a physician licensed to practice medicine. Medical evaluation includes a record of immunizations.
6. "Medication" means a drug or other agent prescribed by a physician.
7. "Physical examination" means the assessment of a person's health by health history, health screening, and medical evaluation.
8. "Psychiatric examination" means an examination conducted for the purpose of diagnosing mental disorders by a person licensed to conduct psychological or psychiatric examinations.
9. "Psychological assessment" means the evaluation of a person's mental health by a person licensed to conduct psychological examinations.

B. Employees' initial physical examination

Each newly employed support staff member shall be required to undergo a physical examination that consists of a health history, health screenings, and medical evaluation.

1. A health history shall be completed by the employee or by his or her physician and shall include the employee's
 - a. Past serious illnesses and injuries,
 - b. Current health problems,
 - c. Allergies, and
 - d. Record of immunizations.

2. The employee shall submit to health screenings which consist of the measurement of his or her

- a. Height and weight,
- b. Blood pressure,
- c. Pulse and respiration rate,
- d. Vision, and
- e. Hearing ability.

3. Health screening shall also include the conduct of a Mantoux test for the presence of tuberculosis infection.

a. A newly employed member will be exempt from the Mantoux test if he or she presents satisfactory documentation of a test

(1) Administered in a New Jersey school district from which the member has transferred or

(2) Administered in any place within the six months previous to the member's initial employment in this district.

b. Procedures for the administration of the Mantoux test, interpretation of reactions, follow-up procedures, and reporting shall be conducted in accordance with the guidelines issued by the State Department of Health and titled School Tuberculin Testing in New Jersey.

c. If the results of the Mantoux test so indicate, the employee shall be referred for a chest X-ray and medical evaluation to determine the presence of tuberculosis at the employee's expense. The employee shall submit the report of the X-ray and evaluation to the school medical inspector. If the school medical inspector does not receive the report within four weeks of the referral or is unwilling to accept the findings of the report, he or she may direct the employee to submit to a chest X-ray examination at Board expense, the results of which will be reported directly to the school medical inspector.

d. An employee who presents a physician's documentation, acceptable to the school medical inspector, showing significant tuberculin reaction and a subsequent negative chest X-ray will be exempt from the Mantoux test.

4. The medical evaluation shall consist of the examination of the employee's body to the extent necessary to determine the employee's fitness to function in the position he or she holds and to detect any health risks to pupils and other employees. The employee's medical evaluation shall include, but not be limited to, a record of immunizations. Guidance regarding immunizations for adults may be found in "Adult Immunization: Recommendations of the Immunization Practices Advisory Committee (ACIP)", available from the Immunization Program, Centers for Disease Control, Public Health, U. S. Department of Health and Human Services, Atlanta GA 30333.

C. Annual health record

1. Each employee shall annually submit an updated health history with an assurance statement to the Superintendent, no later than January 31.
2. An employee who fails to submit the information required shall be required to undergo a physical examination that includes a health history (§B1) and a medical evaluation (§B4).
3. An employee 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 employee 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.

D. Health records

1. All employee medical records, including computerized records, shall be secured, and shall be stored and maintained separate from other personnel files.
2. Only the employee, the Superintendent, and the school medical inspector shall have access to the medical information in that individual's file.
3. The portion of the employee's medical record containing a health history may be shared with the principal and the school nurse with the consent of the employee, as provided in §C3.

E. Examination of school bus drivers

1. School bus drivers employed by this district are subject to Policy No. 4160 and this regulation generally.
2. School bus drivers employed by a contractor supplying transportation services to this district shall be tested for tuberculosis in accordance with §B3 of this regulation.

Adopted: 11 June 1997