

# Suggested Best Practice Guidelines

## Pennsylvania School Health Record


H511.341N (Rev. 6/2012)  
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**ALLERGIES:**

Epi-Pen prescribed

Date cleared to self-carry: \_\_\_\_\_



**pennsylvania**  
DEPARTMENT OF HEALTH

Bureau of Community Health Systems  
Division of School Health

**SCHOOL HEALTH RECORD**

**QUICK REFERENCE:**

Physical Exam: K/1  6  11

Dental Exam: K/1  3  7

**Exemption(s) on file:**

Medical

Dental

NAME: LAST, FIRST, MIDDLE		BIRTHDATE: MONTH, DAY, YEAR		GENDER: MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>	
FATHER'S NAME: LAST, FIRST, MIDDLE		Legal Guardian <input type="checkbox"/>	Custodial <input type="checkbox"/>	MOTHER'S NAME: LAST, FIRST, MIDDLE	
		Legal Guardian <input type="checkbox"/>	Custodial <input type="checkbox"/>		
PERSON WITH WHOM STUDENT LIVES IF DIFFERENT FROM ABOVE NAME AND RELATIONSHIP					
		Legal Guardian <input type="checkbox"/>	Custodial <input type="checkbox"/>		
SCHOOL YEAR	SCHOOL	DISTRICT	COUNTY		

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## Overview

Healthmaster LLC has created the Pennsylvania School Health Record form to provide detailed information, per the state form.

## Assumptions

To ensure these guidelines work correctly, the following must be done:

- Student demographics data as well as their contacts are in place.
- All Medical Problems are reviewed and the new “Status” field is updated to Active if it needs to show on form.
- Students with Titer Test information is updated from the Student Summary in the Immunization Status tab.
- All required health screenings have been documented per the guidelines outlined in this document.
- Any RAD selections that are identified in this document are made active. Please note, these items are already in the database, so do not add them to the Static/Text Lists, just make them active in Administration.
- Hearing Frequency headers in the hearing exam have been set to 250, 500, 1000, 2000, 4000, 8000. (This is done in System Settings)
- Please note that Healthmaster is unable to populate the following fields:
  1. Date cleared to self-carry.
  2. Exemption check box – Dental.
  3. Person the student resides with if different than physical address associated with student.
  4. Sch Yr and Grade; we don't hold historical data for previous grades and school year enrollment.

## Populating Demographic Data

### Overview

This section of the form holds the following information entered into the demographic tabs in the student summary screen:

- *Basic Info* - Name of the child, DOB and Gender
- *Parent names and custodial status*

### Allergies and Epi-Pen Data

- When entering data in HealthOffice Anywhere, the form pulls active Medical Problem/Condition names for all *Immune System Allergies*.
- If a student has an active prescription for an Epi-Pen if the medication *Classification* is Emergency Epinephrine, the check box will be checked. *Please note, if Antihistamine is used as the Classification for an Epi-Pen, the check box will not be checked.*
- Healthmaster will not populate *Date cleared to self-carry* field.

### **Quick Reference Data**

- When entering data in HealthOffice Anywhere, the grade specific check boxes will be checked if a Physical and Dental exam were performed. *Please note we will not recognize Growth or Oral exams, in lieu of Physical or Dental exams.*
- Medical Exemption check box will be checked if any immunization series have a non-expired medical exemption.
- Dental Exemption check box will not populate by Healthmaster.

### **Demographic Data**

When entering data in HealthOffice Anywhere, the form pulls the following Student information:

- The name in a Last, First, and Middle Initial format
- The DOB, in a MM/DD/YY format
- The gender of male or female.

### **Parent or Guardian Data**

For a Parent or Guardian who is linked to a student, the following data is pulled from HealthOffice Anywhere:

- Data from the Contacts tab: The Contact Name relationship listed as father and mother. Legal Guardian check box will be checked with Parent/Legal Guardian field that has yes selected.
- Custodial check box will be checked with Legal Custody field that has Yes selected.

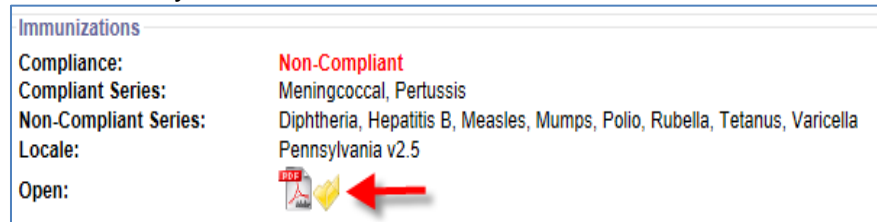
### **Special Health Problems/Parent Concerns Data**

When entering data in HealthOffice Anywhere, the form pulls all Medical Problem Names and Conditions for active problems only.

# Immunizations

## Overview

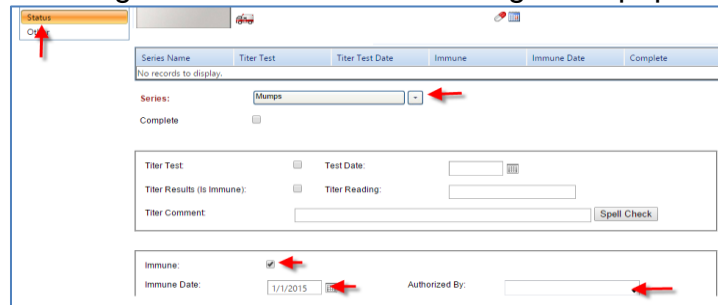
The HealthOffice Immunization Card provides the ability to document not only the dose date, but the type of vaccine given to the student. This provides the ability to complete the Vaccine Type section accurately, based on how the District has entered the vaccines for their students. To access the immunization section is on the student summary screen, then click on the yellow folder icon as shown below:



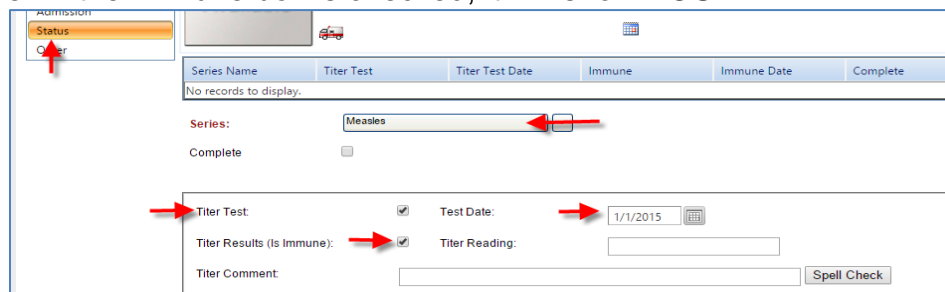
## Immunization History

The vaccine dose date is pulled to populate each of the “Vaccine Types” listed, based on the type of vaccines documented within the HealthOffice Immunization Card application:

- The dates documented for each dose are pulled and populated into the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Dose fields. (Please note, the 5 most recent dose dates will be displayed, even if student has more than 5 doses for a particular series.)
- For Polio – We will also show any doses for Polio (Unknown)
- Mumps disease diagnosis will need the following fields populated:



- Varicella -If the Student is marked as Immune, the Date for the disease noted in the Status screen, will be noted along with any doses given.
- Serology –We will populate information for any series that has the information in the picture below, which is entered in the *Status* screen. Titer Test check box checked and the Test Date. If the Immune box is not checked, it will show Neg for negative. If the Immune box is checked, it will show POS.



**Immunizations Continued**

- Doses for PCV23 will not be displayed.
- Any other miscellaneous vaccines documented in the “Other” tab in the immunization record in HealthOffice Anywhere, are populated in the *Other Vaccines* section on the form.

**Immunization Exemptions(s) on File**

Within the Immunization Exemption tab of the immunization record, exemption data and the expiration date for each series will show on the form.

# Screenings

## Diagnostic Testing

Healthmaster will display the 9 most recent exam dates for Tuberculosis Results Exam and Blood Exams.

### TB Test

- The *Test* field on the form will come from *Test Applied* field in the TB Results exam. *(Please note that this exam field is populated when a TB Exam is completed)*
- The *Results* field on the form will show Positive or Negative. This data will come from the *Test Type Result* field in the exam.

### Blood Exam

- The *Test* field on the form will come from *Type of Test* field in the exam. *(Please note that if this field is left blank, only the date and Results will show on the form)*
- The *Results* field on the form will come from the data in the *Test Results* field in the exam.

## Scoliosis Screening

Healthmaster will display results for 6<sup>th</sup> grade results in this section. Please note, if a Scoliosis Exam was not performed for the 6<sup>th</sup> grade screening, the RAD results of the Physical Exam will be displayed.

- The *Pass* and *Fail* field on the form will come from the RAD tab; *Results/Outcome* field in the either exam, when choosing either selection.
- The *Previously diagnosed* form field will come from the RAD tab; *Results/Outcome* field in the either exam, when choosing *Previously diagnosed*.
- Healthmaster will populate the *Signature (Screener)* form field with the examiner's name from the event.

The Rescreening data will only come from a Scoliosis Exam with the following criteria:

- The Screening Results field in exam is populated with Rescreened.
- The *Pass* and *Fail* fields on the form will come from the RAD tab; *Results/Outcome* field in the either exam, when choosing either selection.
- The *Date referred* form field will populate with the exam date if RAD tab *Action of Medical Referred* is selected.
- The Date referral completed will show the exam date from a 6<sup>th</sup> grade Scoliosis Exam is performed with the RAD tab; *Results/Outcome of Referral Secured* is selected.
- The Signature (Re-screener) form field will show the examiner's name from the *Date rescreened* exam.

## Vision Screening

Healthmaster will display all Visions exams entered into HealthOffice Anywhere for the student per the following specifications:

### Near and Far Visual Acuity

- The Near and Far Visual Acuity will populate from either Corrected and/or Uncorrected fields.

## **Vision Screening Continued**

- If the student uses glasses for distance only, enter data for Corrected Far and then enter the data for Uncorrected Near.
- If the student uses glasses for reading only, enter data for Corrected Near and then enter the data for Uncorrected Far.
- If the student wears no corrective eyewear, document in Uncorrected Near and Uncorrected Far.
- If student wears corrective eyewear at all times, document in Corrected Near and Corrected Far fields in the exam.

### Convex (Plus) Lens

- Select either *Pass* or *Fail* from the *Plus Lens* field in the exam.

### Color Vision

- Select either *Normal(Pass)* or *Abnormal(Fail)* from the *Color Vision* field in the exam

### Depth Perception

- Select either *Pass* or *Fail* from the *Stereo Vision* field in the exam

### Corrective Lenses worn during screening

- Select Contact, Glasses or Unaided for the *Tested With* field in the exam.

### Date referred

- When selecting from the RAD tab; Action of *Vision Referral*, that exam's date will show.

### Date referral completed

- When selecting from the RAD tab; *Results/Outcomes of Referral Secured*, that exam's date will show.

### Signature(Screener)

- The examiner's name will show from the screening exam date.

## **Hearing Screening**

### Right and Left Ear Decibels

- All documented data in the *Pure-Tone Test* Frequency fields will show on form. Please note that any follow up visits would come from documentation in the *Threshold Test* Frequency fields.

### Results

- The *Pass* and *Fail* fields on the form will come from the RAD tab; *Results/Outcome*, when choosing either selection.

### Date referred

- When selecting from the RAD tab; Action of *Hearing Referral*, that exam's date will show.

### Date referral completed

- When selecting from the RAD tab; *Results/Outcomes of Referral Secured*, that exam's date will show.

### Signature(Screener)

- The examiner's name will show from the screening exam date.



## **Growth Screening**

All growth exams will show BMI, BMI% as long as the height and weight have been entering into the exam.

- The exam date will show if a RAD tab; *Action of Notify Parent(s)/Guardian, Notify Parent(s)/Guardian by Phone, Notify Parent(s)/Guardian in Person* or *Notify Parent(s)/Guardian in Writing* has been selected.
- The examiner's name will show from the screening date.