QUESTIONS & ANSWERS REGARDING SCHOOL HEALTH RECORD ISSUES

Compiled in consultation with, IDHS, ISBE and IDPH programs impacted by the Child Health Examination Code

September 2011

1. **Can a nurse practitioner or physician's assistant sign the "Child Health Examination form"?**

   RESPONSE: Section 27-8.1 in the School Code of Illinois was amended on July 19, 2002 (Public Act 92-0703) to allow advanced practice nurses (APNs) and physician assistants (PAs) who perform a health examination to sign the health exam form. The APN or PA must have signed the health examination form on or after the effective date of the Act (7/19/02) for it to be acceptable.

2. **If a person other than an APN or PA has sign-off authority from the physician, can they sign the physician's name and then their name on the health exam form?**

   RESPONSE: No. Section 27-8.1 in the School Code of Illinois states, that if anyone other than a physician, APN or PA performs any part of a health examination, then a physician must review and sign all required forms.

3. **If the "Certificate of Child Health Examination" form has a physician stamp instead of an actual signature, is this acceptable?**

   RESPONSE: Yes, if a physician signature stamp is used.

4. **Who can sign the Immunization History portion of the "Certificate of Child Health Examination" form?**

   RESPONSE: Physician, nurse in physician's office, school nurse, record keeper in schools, local health agency, etc.

5. **Is a local health department stamp acceptable?**

   RESPONSE: No. A local health department stamp will ONLY be acceptable if the Immunization History portion of the health form was stamped prior to the 2002-2003 school year (i.e. health forms stamped during or before the 2001-2002 school year will be "grandfathered" in).

6. **Can the school require the physician conducting the physical exam to complete the immunization history section of the Certificate of Child Health Examination form?**

   RESPONSE: No. Section 665.250 in the Child Health Examination Code provides that

"Proof of immunity shall consist of documented evidence of the child having received a vaccine (verified by a health care provider, defined as a physician, child care or school health professional or health official) or proof of disease (as described in subsections (c) through (f))". It should be recognized that the physician may not always have knowledge of the child's immunization history.

7. **Is it acceptable to the State Board of Education and the Illinois Department of Public Health Immunization Section to attach an immunization record (i.e. immunization record from a local health department, Cornerstone report) to the "Certificate of Child Health Examination" form and indicate in the Immunization "Comments" section of the form to "see attached immunization history documentation"**? (Some schools are hesitant about transferring immunization dates from another health record to the Certificate of Child Health Examination form.)

   RESPONSE: Yes, if there is a notation in the Immunization section of the form that refers to the attached documentation and the person attaching the documentation makes it known by signing their name in the health care provider verifying the immunization history signature space and on the attachment verifying the dates.

8. **Will the State Board of Education "cite" a school if the parent does not sign the health history section of the "Certificate of Child Health Examination" form?**

   RESPONSE: The health history section is a required part of the "Certificate of Child Health Examination".

9. **If the parent does not complete the health history section of the form, can I ask them to complete one and attach it to the physical?**

   RESPONSE: Yes, a health history can be completed, dated and signed by the parent and attached to the physical examination form.

10. **Can I still accept physicals done on the old 01-05 version of the form?**

    RESPONSE: Yes, for fall 2012-2013 school year **only** you can accept the previous 01-05 version of the form. The new 01-12 form will be required for fall 2013-2014. (In spite of efforts to distribute the form to all necessary parties in usually takes 2 years to be successful in getting full compliance with use of the new form.)

    The Child Health Examination Code requires that all mandated school physicals "shall be reported on the uniform forms that the Department of Public Health and the Illinois State Board of Education prescribe for statewide use.

    Some electronic forms have been approved for use and a statement denoting that

approval will appear on the form. These forms will closely resemble the State mandated form. Healthcare providers using an electronic form will have until January 2013 to implement the use of the 01-12 version of the form.
If you have additional questions contact Vyki Jackson, 217-785-4525, for further assistance.

11. What types of "out-of-state" physical exam forms are acceptable? (i.e. many "out-of-state" health examination forms do not include sufficient information to determine compliance with the Physical Examination Requirements section on the "Certificate of Child Health Examination" form.)

RESPONSE: Out-of–state forms are only accepted for students transferring into Illinois schools for the first time. The exam must have been completed within one year prior to the date of entry into an Illinois school and must cover all "required" elements as listed on the Certificate of Child Health Examination form. See section 665.150 b. of the Child Health Examination code.

12. When did the change requiring physicals for entry into 6th grade instead of 5th grade take affect?

RESPONSE: Beginning school year 2009-2010, all students entering sixth grade need to present a physical examination that was performed within one year prior to the date of entry.

13. Who is responsible for reviewing physician notes?

RESPONSE: Physician notes which state that a child is "adequately immunized" or which indicate "no additional vaccine is needed" **must** be sent to regional IDPH Immunization Staff for review (Section 665.280).

The IDPH rules and regulations **do not** acknowledge the "4 day grace period" that many providers apply. When physicians administer vaccinations "off schedule," they will need to submit notes on these circumstances for review by IDPH.

During the time physician notes are under review by IDPH staff, students will be considered "In Compliance, but Unprotected."

14. Are children entering kindergarten required to be vaccinated against hepatitis B?

RESPONSE: No, hepatitis B vaccination is required for children attending preschool and for the 2011-2012 school year, all children entering grades 5 through 12 should be vaccinated. This would include any student who transfers in from an out-of-state school that would be entering those grades that are required to comply.

15. **Will varicella vaccination requirements be progressive like hepatitis B requirements?**

    RESPONSE: Yes, the varicella vaccine requirement **is** a progressive requirement and grades will continue to be added until 2014, when all students enrolling will be expected to have protection. Varicella vaccination requirements for school year 2011-12 will include children who attend Preschool, Kindergarten, 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th and 9th grades. Any student who transfers in from out-of-state in any of those grades is required to comply with varicella vaccination requirements.

    When counting intervals for all vaccines, especially with hepatitis B, day one is the day after the vaccine was administered. The day vaccine was administered is considered Day Zero, you count from the next day and day 28 can be the earliest the next dose is given.

16. **If a non-immunized child is excluded from school because of a measles outbreak, does the school district have to provide homebound tutoring?**

    RESPONSE: If the child is non-immunized because of a medical objection they may be eligible for homebound tutoring.

17. **When a school transfers a record to another school, should they keep the original record or keep a copy?**

    RESPONSE: ISBE does not have an official position. It is recommended that the original follow the student and a copy be kept at the school the student transferred from.

18. **Who is responsible for maintaining the "Certificate of Child Health Examination" form for students attending out-of-district classes (i.e. special education students)?**

    RESPONSE: Both districts. The original should be maintained by the district in which the child resides. Copy should be kept by the school where the child attends out-of-district classes. Questions should be directed to ISBE at 217/782-3950.

19. **For record keeping purposes, is medical records (containing physical exam and immunization information) part of the student's "permanent record"?**

    RESPONSE: Yes. The Certificate of Child Health Examination form is part of the permanent record and must be kept for a period of 60 years.

20. **Can Immunization Program staff recommend that schools keep the medical record (containing the student's immunization history) separate from the student's cumulative record?**

RESPONSE: Staff can recommend it be kept separate, but can't require it.

21. **Who is required to be screened for lead?**

RESPONSE: Children six months through six years of age entering day care, preschool or kindergarten shall provide a statement from a physician or health care provider that the child has been screened or assessed for lead poisoning. A doctor or nurse must administer and sign the IDHP, Lead Risk Assessment Questionnaire. The law adheres to the recommendations of the American Academy of Pediatrics. The IDPH, Lead Poisoning Prevention Code and Lead Risk Assessment Questionnaire may be found on the IDPH website, www.idph.state.il.us. Questions should be addressed to the IDPH, Illinois Lead Program at 217/782-3517.

22. Is lead screening required?

RESPONSE: The Child Health Examination code says, "Lead screening is a required part of the health examination for children age six years or younger prior to admission to kindergarten or first grade.

Each parent or legal guardian shall provide a statement from a physician or health care provider that the child has been risk assessed using the Lead Risk Assessment Questionnaire if the child resides in an area defined as low risk by the Department, or screened (Blood Lead Tested) for lead poisoning if the child resides in an area defined as high risk. (Section 7.1 of the Lead Poisoning Prevention Act)"

23. What is Lead Program's expectation for completion of the lead section on the health exam form?

RESPONSE:

1. Completion of the section "Blood Test Indicated? Yes or No."

If the lead section of the form is not completed by the child's health care provider, a nurse can administer the questionnaire and mark that section "yes or no", refer for the blood test if indicated and note the date of the referral on the form.

3. There is no requirement that the school obtain the actual blood test results.

If the lead section of the health examination is not completed by the health care provider or nurse, the form is incomplete and cannot be accepted for school enrollment.

24. Do students need to have a TB skin test?

RESPONSE: There are no IDPH rules and regulations that require the initial or routine

skin testing of school children for TB. However, the local health department, TB board or IDPH may, after considering community factors, institute routine, periodic testing when a community, school, or school district has a higher than expected prevalence of infection.

The TB Control Program recommends that children be assessed individually and skin tested by the Mantoux method if they are

- in a high risk group such as children who are immunosuppressed due to HIV infection or other conditions,
- recent immigrants from high prevalence countries-see CDC Travelers Health Yellow Book on website, or
- exposed to adults in high-risk categories (see CDC guidelines).

Some school districts require TB skin testing as part of the school health examination.

TB skin testing requirements for federal Head Start programs are decided by local Health Services Advisory Committees.

The Department of Children and Family Services requires that children in licensed day care centers receive a Mantoux skin test if the child is in a high-risk group as determined by the examining physician.

Questions should be directed to the TB Control Program at (217) 785-5371.

25. Is diabetes risk assessment a required component of the physical examination?

RESPONSE: Yes. Public Act 93-0530 requires that diabetes screening shall be completed as a required part of each mandated health examination**.** The Consensus Panel of the American Diabetes Association (ADA) suggests that if an individual is overweight and has any two of the risk factors listed below, they are at risk of developing type 2 diabetes.

Overweight is defined as **BMI>85th percentile** for age and sex

Risk Factors:

1. Family history of type 2 diabetes in first/second-degree relatives.
2. Belonging to a certain race/ethnic groups including American Indians, African-Americans, Hispanic Americans, Asian/South Pacific Islanders.
3. Showing signs of insulin resistance or conditions associated with insulin resistance including: acanthosis nigricans, hypertension, dyslipidemia, polycystic ovarian syndrome.

Results of the diabetes risk assessment must be documented on the Certificate of Child Health Examination form. Beginning school year 2006-07, schools will be cited

if risk assessment is not documented on mandated school physicals. Questions should be directed to Vyki Jackson, 217/785-4525 or victoria.jackson@illinois.gov.

26. What are the mandated grades/age for vision and hearing screening?

RESPONSE: Vision and hearing screening are required annually beginning at age 3 in all licensed daycare/preschool programs. Once a child begins school, vision screening is required at grades K, 2 and 8. Hearing screening is required at grades K, 1, 2, and 3. Screening for both vision and hearing must be completed annually on ALL children in special education, children new to the district, and teacher referrals. Screening performed by the doctor's office as part of the school physical does not fulfill the mandate. If there is documentation in the child's file of an eye examination having been done by an optometrist or ophthalmologist within the last 12 months, he/she does not have to be screened.

27. Who can provide mandated vision and hearing screening?

RESPONSE: Screeners who are trained and certified by the IDPH may perform mandated screening.

28. Does the new vision requirement apply to early childhood classes?

RESPONSE: No, the law does not apply to ECE children. The law applies to children entering Illinois schools for the first time at kindergarten or after. So, if a child came from another state or was home schooled and entered the Illinois school system in grade 3 (or 5 or 4 or 9 whatever), then the eye examination requirement would apply to that child.

29. What does "enrolling for the first time" mean?

RESPONSE: Any child entering the Illinois school system at the kindergarten level or higher for the first time is required to have the eye examination regardless of grade level. If a child transfers in from another school in Illinois, it would not be first entry into the Illinois school system. If they transfer in from out of state, out of country, or from home schooling, and have never before been in the Illinois school system, then the eye examination would be required. The children receiving the mandated eye examination are NOT included on the vision conservation annual report of screening activity. Children who are non-compliant with the eye examination requirement would still be screened and counted on the vision conservation annual report to IDPH.

30. How are children who receive the eye exam counted on the vision conservation annual report?

RESPONSE: The children receiving the mandated eye examination are NOT included on the vision conservation annual report of screening activity. Children who are non-compliant with the eye examination requirement would still be screened and counted on the vision conservation annual report to DPH.

31. Do you know if this will change the Vision screening requirements?

RESPONSE: This will not change the requirements of the Il Child Vision and Hearing Test Act. The new law does not apply to pre-kindergarten. For kindergarten children, the same rules apply as before. If there is documentation of an eye examination having been done within the last 12 months in the child's file, he/she does not have to be screened.

32. **What do I do if I receive an eye examination form that has not been completed in its entirety?**

RESPONSE: According to ISBE, you should ask for another form that has all requested information completed, including the pieces of information that are missing on the form that has been received.

33. The parents are NOT signing the Consent of Parent or Guardian Box on the eye examination form. Does that matter?

RESPONSE: This is not an issue for the Illinois State Board of Education. It is the responsibility of the school district to decide whether it will accept an eye examination form without a parent/guardian signature (in the Consent of Parent or Guardian Box).

34. Who should I contact if I have vision and hearing screening questions?

RESPONSE: Questions should be directed to the IDPH Division of Health Assessment & Screening at 217/782-4733. **Vision and hearing questions can also be sent to the DPH.VisionandHearing@ILLINOIS.GOV mailbox. You can add your contact information for the listserv by sending an email to the address given above with a request to be added to the listserv.**

35. Who can give medications and sign the forms for medications to be given?

RESPONSE: Guidelines for medication administration are available on the DHS website at www.dhs.state.il.us/chp/ofh/SchoolHealth. Contact Vyki Jackson, 217-785-4525 with further questions.

36. Which questions should be referred to the Illinois State Board of Education (ISBE) and which ones to DHS School Health Program?

RESPONSE: Questions regarding the religious objection, enforcement of the rules, and general questions regarding the School Code should be referred to ISBE. Child health examination questions should be directed to Vyki Jackson, 217/785-4525 or victoria.jackson@illinois.gov. Questions regarding Vision and Hearing should be directed to IDPH Division of Vision & Hearing at 217/782-4733. Questions regarding ISBE reporting should be addressed to Gayle Johnson at 217-782-3950 or gjohnson@isbe.net.

37. When can a child be excluded from school for noncompliance with physical examination and immunization requirements?

RESPONSE: If a child does not comply by October 15, or by the earlier established date of the current school year, with **all** of the physical examination and immunization requirements, then the local school authority shall exclude that child from school until such time as the child presents proof of having had the **health examination as required** and presents proof of having received those required immunizations which are medically possible to receive. **Required components of the health examination include: health history, diabetes screening, lead risk assessment or testing, and complete physical examination.**

38. Can students who are enrolled in Special Education be excluded from school for noncompliance with health examination and immunization requirements?

RESPONSE: The requirements for health examinations and immunizations apply to all children except those who have been granted an exemption due to religious convictions or medical concerns. If an exemption has not been sought and granted, the district can exclude a special education student in the same manner as a regular education student.

39. **Can a student who is "homeless" be excluded from school for failure to comply with physical examination and immunization requirements?**

RESPONSE: The McKinney-Vento Homeless Assistance Act requires that schools provide support to homeless children in need of physicals and immunizations for school enrollment. The enrolling school must immediately refer the parent or guardian to the LEA homeless liaison, who must assist in obtaining the immunizations or records by helping to enroll the child in AllKids, arranging appointments for physicals and immunizations and providing transportation if necessary. If, after exhausting all efforts, the parent fails to keep appointments or complete paperwork such as that needed for AllKids enrollment the child may be excluded.

40. If excluded, does the school have to provide homebound tutoring?

RESPONSE: A district would only have to provide homebound tutoring to a child enrolled in special education who is excluded if they extended that service to a child enrolled in regular education.

41. Is dental examination required?

RESPONSE: Before May 15 of the school year, each child in kindergarten and the second and sixth grades shall present to the school proof of having been examined by a dentist in accordance with Section 27-8.1(1.5) of the School Code.

42. Where can I find the most current dental examination report form?

RESPONSE: The form is available on IDPH website at www.idph.state.il.us. The date on the form is to be the actual date of the exam.

43. What are the consequences for failure to provide a report of dental examination?

RESPONSE: If a child in the second or sixth grade fails to present proof of having been examined by a dentist by May 15, the school may hold the child's report card until one of the following occurs:

1) the child presents proof of a completed dental examination. (Section 27-8.1(1.5) of the School Code) Submission of a completed examination form, in accordance with subsection (b), constitutes proof of a completed dental examination;

2) the child presents proof that a dental examination will take place within 60 days after May 15. (Section 27-8.1(1.5) of the School Code) A written statement or appointment card, prepared by a dentist, dental hygienist, or his or her designee and signed by the child's parent or guardian, indicating the name of the child and the date and time of the scheduled dental examination, constitutes proof that a dental examination will take place. The child must present proof of a completed dental examination at the beginning of the following school year; or

3) the child presents a dental examination waiver form, in accordance with Section 665.450

44. Can a school the student is transferring from refuse to send a copy of a physical and immunization record to a new school if there are outstanding fees due?

RESPONSE: It is the position of the Illinois State Board of Education that the school physical is the property of the parent and that the school may not withhold it. The school must also, at the minimum, provide an unofficial transcript of the student's grades.

Call the ISBE Educator and School Development Division at 217-782-2948 if you have questions.