

Guidelines for Protecting Confidential Student Health Information

This is a brief document prepared by the National Task Force on Confidential Student Health Information and published in 2000. It was developed as a project of the American School Health Association in Collaboration with the National Association of School Nurses and the National Association of State School Nurse Consultants.

Section I of the document discusses ethical responsibilities and legal obligations.

Section II recommends 8 guidelines and discusses each in detail. The eight are:

- I. Distinguish student health information from other types of school records.
- II. Extend to school health records the same protections granted medical records by federal and state law.
- III. Establish uniform standards for collecting and recording student health information.
- IV. Establish district policies and standard procedures for protecting confidentiality during the creation, storage, transfer, and destruction of student health records.
- V. Require written, informed consent from the parent and, when appropriate, the student, to release medical and psychiatric diagnoses to other school personnel.
- VI. Limit the disclosure of confidential health information within the school to information necessary to benefit students' health or education.
- VII. Establish policies and standard procedures for requesting needed health information from outside sources and for releasing confidential health information, with parental consent, to outside agencies and individuals.
- VIII. Provide regular, periodic training for all new school staff, contracted service providers, substitute teachers, and school volunteers concerning the district's policies and procedures for protecting confidentiality.

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