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**SCHOOL HEALTH  
SERVICES  
PROGRAM**

## SCHOOL HEALTH SERVICES PROGRAM

The School Health Service Act of 1974 placed emphasis on School Health Services Programs throughout the state of Florida. The success of the School Health Services Program in Duval County schools, in conjunction with the Florida Department of Health in Duval County, is dependent upon all personnel involved and their adherence to school health policies and procedures in accordance with Florida Statutes.

### School Health Services Act

381.0056 F.S. School Health Services Program —

- (1) This section may be cited as the “School Health Services Act.”
- (2) As used in this section, the term:
  - (a) “Emergency Health Needs” means onsite management and aid for illness or injury pending the student’s return to the classroom or release to a parent, guardian, designated friend, law enforcement officer, or designated health care provider.
  - (b) “Entity” or “Health Care Entity” means a unit of local government or a political subdivision of the state; a hospital licensed under chapter 395; a health maintenance organization certified under chapter 641; a health insurer authorized under the Florida Insurance Code; a community health center; a migrant health center; a federally qualified health center; an organization that meets the requirements for nonprofit status under s. 501(c)(3) of the Internal Revenue Code; a private industry or business; or a philanthropic foundation that agrees to participate in a public-private partnership with a county health department, local school district, or school in the delivery of school health services, and agrees to the terms and conditions for the delivery of such services as required by this section and as documented in the local school health services plan.
  - (c) “Invasive Screening” means any screening procedure in which the skin or any body orifice is penetrated.
  - (d) “Physical Examination” means a thorough evaluation of the health status of an individual.
  - (e) “School Health Services Plan” means the document that describes the services to be provided, the responsibility for provision of the services, the anticipated expenditures to provide the services, and evidence of cooperative planning by local school districts and county health departments.
  - (f) “Screening” means presumptive identification of unknown or unrecognized diseases or defects by the application of tests that can be given with ease and rapidity to apparently healthy persons.
- (3) The Department of Health shall have the responsibility, in cooperation with the Department of Education, to supervise the administration of the school health services program and

perform periodic program reviews. However, the principal of each school shall have immediate supervisory authority over the health personnel working in the school.

- (4) (a) Each county health department shall develop, jointly with the district school board and the local school health advisory committee, a school health services plan. The plan must include, at a minimum, provisions for all of the following:

1. Health appraisal;
2. Records review;
3. Nurse assessment;
4. Nutrition assessment;
5. A preventive dental program;
6. Vision screening;
7. Hearing screening;
8. Scoliosis screening;
9. Growth and development screening;
10. Health counseling;
11. Referral and followup of suspected or confirmed health problems by the local county health department;
12. Meeting emergency health needs in each school;
13. County health department personnel to assist school personnel in health education curriculum development;
14. Referral of students to appropriate health treatment, in cooperation with the private health community whenever possible;
15. Consultation with a student's parent or guardian regarding the need for health attention by the family physician, dentist, or other specialist when definitive diagnosis or treatment is indicated;
16. Maintenance of records on incident of health problems, corrective measures taken, and such other information as may be needed to plan and evaluate health programs; except, however, that provisions in the plan for maintenance of health records of individual students must be in accordance with s. 1002.22;
17. Health information from the school health nurses, when necessary, regarding the placement of students in exceptional student programs and the reevaluation at periodic intervals of students placed in such programs;
18. Notification to the local nonpublic schools of the school health services program and the opportunity for representatives of the local nonpublic schools to participate in the development of the cooperative health services plan.
19. Immediate notification to a student's parent, guardian, or caregiver if the student is removed from school, school transportation, or a school-sponsored activity and taken to a receiving facility for an involuntary examination pursuant to s. 394.463, including the requirements established under ss. 1002.20(3) and 1002.33(9), as applicable.

- (b) Each school health advisory committee must, at a minimum, include members who represent the ten component areas of the Whole School, Whole Community, Whole Child model as defined by the Centers for Disease Control and Prevention. School health advisory committees are encouraged to address the ten components of the Whole School, Whole Community, Whole Child model in the school district's school wellness policy pursuant to s. [1003.453](#).

- (5) A nonpublic school may request to participate in the school health services program. A nonpublic school voluntarily participating in the school health services program shall:
- (a) Cooperate with the county health department and district school board in the development of the cooperative health services plan;
  - (b) Make available adequate physical facilities for health services;
  - (c) Provide in-service health training to school personnel;
  - (d) Cooperate with public health personnel in the implementation of the school health services plan;
  - (e) Be subject to health service program reviews by the Department of Health and the Department of Education;
  - (f) At the beginning of each school year, provide parents and guardians with information concerning ways that they can help their children to be physically active and eat healthful foods.
  - (g) At the beginning of each school year, inform parents or guardians in writing that their children who are students in school will receive specified health services as provided for in the district health services plan. A student will be exempt from any of these services if his or her parent or guardian requests such exemption in writing. This paragraph shall not be construed to authorize invasive screening; if there is a need for such procedure, the consent from the student's parent or guardian shall be obtained in writing prior to performing the screening. However, the laws and rules relating to contagious or communicable diseases and sanitary matters shall not be violated.
- (6) The District School Board shall:
- (a) Include health services and health education as part of the comprehensive plan for the school district;
  - (b) Provide inservice health training for school personnel;
  - (c) Make available adequate physical facilities for health services;
  - (d) At the beginning of each school year, provide parents and guardians with information concerning ways that they can help their children to be physically active and to eat healthful foods; and
  - (e) At the beginning of each school year, inform parents or guardians in writing that their children who are students in the district schools will receive specified health services as provided for in the district health services plan. A student will be exempt from any of these services if his or her parent or guardian requests such exemption in writing. This paragraph shall not be construed to authorize invasive screening; if there is a need for such procedure, the consent of the student's parent or guardian shall be obtained in writing prior to performing the screening. However, the laws and rules

relating to contagious or communicable diseases and sanitary matters shall not be violated.

- (7) The Department of Health, in cooperation with the Department of Education, may adopt rules necessary to implement this section. The rules may include standards and requirements for developing school health services plans, conducting school health screening, meeting emergency health needs, maintaining school health records, and coordinating with education programs for exceptional students.
- (8) In the absence of negligence, no person shall be liable for any injury caused by an act or omission in the administration of school health services.
- (9) Any health care entity that provides school health services under contract with the department pursuant to a school health services plan developed under this section, and as part of a school nurse services public-private partnership, is deemed to be a corporation acting primarily as an instrumentality of the state solely for the purpose of limiting liability pursuant to s. [768.28\(5\)](#). The limitations on tort actions contained in s. [768.28\(5\)](#) shall apply to any action against the entity with respect to the provision of school health services, if the entity is acting within the scope of and pursuant to guidelines established in the contract or by rule of the department. The contract must require the entity, or the partnership on behalf of the entity, to obtain general liability insurance coverage, with any additional endorsement necessary to insure the entity for liability assumed by its contract with the department. The Legislature intends that insurance be purchased by entities, or by partnerships on behalf of the entity, to cover all liability claims, and under no circumstances shall the state or the department be responsible for payment of any claims or defense costs for claims brought against the entity or its subcontractor for services performed under the contract with the department. This subsection does not preclude consideration by the Legislature for payment by the state of any claims bill involving an entity contracting with the department pursuant to this section.

### **School Health Services Program Overview**

The School Health Services Program is designed to appraise and promote the health of students in the school environment. The program provides the following services to students:

- Vision screening, referral and follow-up
- Hearing screening, referral and follow-up
- Scoliosis screening, referral and follow-up
- Growth and development screening (BMI), referral, and follow-up
- School nursing services
- Immunization review
- Screening, referral and treatment of communicable diseases
- Review of health records for immunization and school-entry health exam compliance status and chronic health problems
- In-service training for school personnel
- Consultation with parents and teachers regarding student health problems, health programs and practices

- Health consultation with students regarding need for attention by an appropriate provider, referral, and follow-up
- Preventive dental program

Duval County Public Schools (DCPS) employs nurses for schools with medically fragile students or students with chronic medical conditions requiring onsite medical care. DCPS also employs a full-time Director of School Health Services. The school board contracts with the Florida Department of Health in Duval (DOH) for nurses and support staff to provide the school health services program in DCPS.

DOH has statutory responsibility, in cooperation with the Department of Education for supervising the administration of the school health program and to perform periodic reviews.

### **SCHOOL HEALTH SERVICES PROGRAM**

School Health Nursing Services were developed jointly by DCPS and DOH as a part of the total School Health Services Program. School health services are an important component of the public health system and help assure that Florida's students are healthy, in the classroom, and ready to learn. School health services supplement, rather than replace, parental responsibility and encourage parents' attention to student health. Emphasis is placed on encouraging and assisting parents and teachers in early identification of health problems of students that may interfere with the educational process. In cooperation with parents, school personnel and other health professionals, the school health nurse will plan appropriate action in the interest of student health. The School Health Nursing Services in Duval County Public Schools are delivered through three health service programs; Basic, Comprehensive and Full Service. The Florida Department of Health in Duval County provides school health nurses for the basic school health services program in the elementary, middle and high schools. DOH school health nurses and health support technicians are employed for the comprehensive school health program. A DOH Registered Nurse Consultant and supervisors provide coordination and supervision of school health services staff and activities.

### **Basic School Health Services**

These services are mandated by Florida Statute section 381.0056 to promote student health through a variety of preventive and day-to-day health services to students in the public school system. All 67 counties provide basic school health services. The basic school health services program is the bedrock of school health services in Florida and provides the governing framework under which all other school health service programs operate. Florida's Basic School Health Program is a registered nurse (RN) managed program that addresses day-to-day student health needs, emergency health needs and in-school management of chronic and acute health conditions like diabetes, asthma, allergies and epilepsy. In-school care management helps to ensure that student health conditions do not prevent students from attending school. Core services of the basic school health services program are: nursing assessments, health counseling, referrals and follow-up for suspected or confirmed health problems; individualized health care plan development; in-school care for chronic and acute health conditions; assistance with medication administration and health care procedures; vision, hearing, scoliosis, and growth

and development screenings; first aid and emergency health services; communicable disease prevention and intervention; and emergency preparedness.

Due to increasing numbers of students with health conditions requiring health services during the school day, the Basic School Health Program works on ensuring that standards of care and efficiencies are implemented.

### **Comprehensive School Health Services**

In addition to provision of all basic school health services, comprehensive school health services include increased services per Florida Statute section 381.0057 for student health management, interventions and classes. These services promote student health, reduce high-risk behaviors and their consequences (substance abuse, unintentional/ intentional injuries, and sexually transmitted diseases). Services also include pregnancy prevention classes and interventions; and support services to promote return to school after giving birth. Forty-six counties receive funding to administer comprehensive school health services programs in locally selected schools with high rates of teen birth, substance abuse, and other high-risk behaviors.

### **Full Service Schools**

In addition to provision of all basic school health services, Full Service Schools provide additional school-based health and social services per Florida Statute section 402.3026, such as: nutritional services, economic and job placement services, parenting classes, counseling for abused children, mental health and substance abuse counseling, and adult education for parents. Sixty-six counties receive funding to provide Full Service School programs in schools that have a student population that has a high risk of needing medical and social services, based on the results of the demographic evaluation.

### **Role of Personnel**

#### **School Nurse**

The definition of the “practice of professional nursing” in Chapter 464, F.S. means the performance of those acts requiring substantial specialized knowledge, judgment, and nursing skill (see Ch. 464, F.S. for the full definition). Depending upon the local staffing model used, the RN may provide direct services to students and families, and/or work in a supervisory capacity in the training and direction of Unlicensed Assistive Personnel (UAP), who provide direct services to students.

The school nurse (RN) enhances health within the school and community by providing health appraisals, nursing assessments, nutrition assessments, preventive dental services, periodic health screenings, health counseling, consultation, referral and follow-up of suspected or confirmed health problems, emergency health services, health promoting activities and education aimed at the reduction of high risk behaviors. School nurses work with school personnel to assure

that all students meet the mandated requirements for immunization and physical examination documentation and screen for the existence of any chronic medical problem such as diabetes, heart or pulmonary disease, etc. School nurses collaborate with parents, teachers, school counselors, school psychologists, and other health care providers to develop Individualized Healthcare Plans (IHPs), identify available health resources, and determine need for referrals to address specific health problems discovered through mandated health screenings and assessments. Health education is conducted by the school nurse in formal classroom presentations and informal small group or one-on-one sessions.

Each school is responsible for the maintenance of individual students Cumulative Health Records. Responsibility for health records is delegated by the principal to the appropriate school staff.

### **School Nurse Assignment**

Each DOH School Nurse is assigned multiple schools. The DOH school nurses are scheduled to visit schools on a rotation.

### **Health Support Technician (HST) and School Health Aide (SHA)**

The function and responsibility of the Health Support Technician and the School Health Aide is to provide health support service within DCPS under the supervision of a Registered Nurse.

### **Unlicensed Assistive Personnel (UAP)**

The definition of unlicensed assistive personnel (UAP) is persons who do not hold licensure from the Division of Medical Quality Assurance of the Department of Health. UAP may be paraprofessionals, nursing assistants, health aides, or school staff who have been designated by the principal to assist with medications and health related duties. These activities are authorized by section 1006.062, Florida Statutes.

“The UAP functions in an assistive role to registered nurses or licensed practical nurses in the provision of school health services through regular assignments or delegated tasks or activities and under the supervision of a registered professional nurse.” (Ch. 64B9-14.001, F.A.C)

UAP who assist in the health room must be certified in cardiopulmonary resuscitation (CPR) and first aid. The UAP may perform selected tasks after receiving training and validation of competence in that skill by a registered nurse. The UAP will receive ongoing monitoring, supervision and evaluation of the selected task by a registered nurse.

**Certain tasks may not be performed by or delegated to a UAP.** These include activities which are not within the delegating or supervising nurse’s scope of practice, and activities that include use of the nursing process and require special knowledge, judgment or skills. Section 1006.062, F.S. states “Notwithstanding the provisions of the Nurse Practice Act, Part 1 of Chapter 464, district school board personnel may assist students in the administration of prescription medication when the following conditions have been met:” The UAP provides observation and communicates student status and any changes to the parent and the nurse.



UAP assist in providing student health services. Activities performed depend on the level of their health related training and in response to a student's physical complaints. This may include observation of visible signs of illness, asking questions regarding the nature of the health concern, listening to student's responses, documenting information, and providing appropriate action based on protocols.

### **Delegation**

As the health-related needs of students' increase and the availability of licensed health staff in schools' decreases, delegation of duties to the UAP is an available option in meeting the health needs of students. Section 1006.062, F.S. outlines specific services that can be delegated to the UAP. Chapter 64B9-14, F.A.C. provides requirements for delegation to UAPs (definitions, delegation of tasks or activities, and delegation of tasks prohibited). The delegation of nursing services in the school setting is a role that can be performed only by a licensed nurse.

### **School Health Advisory Committee**

Educators realize that a child's physical, emotional, social and mental health directly affects his or her capacity to learn. The health of children is linked more than ever to the behaviors they adopt. Experience has shown that when schools involve parents and other community partners, risk behaviors can be more successfully addressed.

A School Health Advisory Committee (SHAC), which is mandated by the School Health Services Act (FS. 381.0056) is an advisory group composed of school, health and community representatives who act collectively to provide advocacy for school health and identify needs and opportunities to maximize community resources.

The SHAC must include members who represent the ten component areas of the Whole School, Whole Community, Whole Child model as defined by the Centers for Disease Control and Prevention. The ten component areas include health education, physical education, nutrition, school health services, guidance, psychological and social services, healthy school environment, staff wellness and family and community involvement.

The Florida's Whole School, Whole Community, Whole Child Program is designed to help the young people of our state to grow into healthy and productive adults, by focusing on their physical, emotional, social and educational development, in kindergarten through twelfth grade. The program is a working partnership between the Florida Department of Education and the Florida Department of Health.

### **The Functions of a SHAC:**

- Annually review and approve the School Health Plan
- Advise the school district of current initiatives and resources
- Program planning
- Parent and community involvement
- Advocacy
- Recruitment of community health resources

- Input on fiscal planning
- Evaluation, accountability, and quality control

For a successful SHAC, it is important that the school district and the local health department take an active role and that the School Superintendent and other key personnel support the idea.

### **Space to be provided for Health Services**

- An office for the nurse to provide confidential health counseling with a telephone for parent/agency follow-up
- Screening space for scoliosis, BMI, hearing and vision
- Health room for ill or injured students

### **Health Room Equipment and Supplies**

Chapter 64F-6.004, F.A.C. requires that the school principal or designated person shall be responsible to assure first aid supplies, emergency equipment and facilities are maintained.

### **Recommendations for minimum health room equipment:**

- Desk, chair, and file cabinet
- Locking file cabinet for student health records (FERPA)
- Telephone extension, computer hookup with intranet/internet access for record keeping and accessing health information
- Refrigerator (with lock or locking box for medications)
- Locking cabinet(s) or other secure storage under lock and key for medications (s. 1006.062, F.S.)
- First aid equipment (such as AED, CPR face shield, etc.)
- Covered trash container, biohazard trash container, sharps disposal container
- Accurate scale for measuring student weight, accurate measuring device for determining student height
- Wheel chair for transporting ill or injured students
- Cots/beds (2)

### **Health Room (Clinic)**

Each district school board must make adequate physical facilities available for health services per s. 381.0056(7), F.S. Existing school buildings are expected to comply with the minimum requirements as identified in the Department of Education's guidelines, State Requirements for Educational Facilities (SREF). These guidelines have specifications for school clinics. New school buildings must also comply with requirements specified in the Florida Building Code. School health coordinators should participate in the planning process for new school construction to ensure facilities meet or exceed health room requirements for the student population.

The SREF standards for school health rooms are as follows:

### **Clinics (School)**

The school clinic includes:

- A reception area/office, storage, toilet room, and bed space.
- Elementary school clinics, including pre-K, have one (1) accessible toilet room to serve male and female students, complete with a water closet, lavatory, and accessories.
- Secondary schools include one (1) accessible toilet room for males complete with water closet, lavatory, and accessories and one (1) accessible toilet room for females complete with water closet, lavatory, and accessories.
- Toilet rooms in clinics include both hot and cold water at the lavatory and shower, if provided. Hot water is 110° F or lower.
- Toilet rooms have exhaust fans vented to the exterior.
- Space for student beds is provided in each clinic. Space for beds in secondary schools is separated for male and female students.
- Each bed is provided with a cleanable plastic-covered mattress and pillow.
- Clean, disposable mats are provided for each patient.
- The reception area/office is able to maintain visual supervision of the bed area.

**Clinics (Full-Service Schools Program)** Full-service school clinics include:

- One (1) accessible toilet room for males complete with water closet, lavatory, and accessories, and one (1) accessible toilet for females complete with water closet, lavatory, and accessories. One accessible toilet room has an accessible shower.
- Hot and cold water are provided in toilet rooms at the lavatory and shower. Hot water is 110° F or lower.
- Toilet rooms have exhaust fans vented to the exterior.

- The nurse's station is able to maintain visual supervision of the bed areas.
- Lockable storage rooms are provided for a refrigerator, files, equipment, and supplies and the door shall be readily operable from the inside.
- Data outlets are provided for computer hookups and computer networking and additional electric outlets are provided for hearing and vision testing machines.

Full-service school clinics are located to provide direct access from the exterior and have direct access from the interior or are connected by a covered walk.

- Full-service school clinics are provided with designated parking spaces immediately adjacent to the clinic, one (1) of which is accessible to persons with disabilities.

**It is recommended that each school health room:**

- Be located away from noisy, congested areas and preferably near the administrative office.
- Be of sufficient size and layout to permit use for first aid, physical examinations, health conferences, and for student isolation or observation.
- Be equipped with a sink for hand washing.
- Be of sufficient size and equipped with privacy screening to permit examination of students.
- Be appropriately staffed during school hours to serve the needs of students.
- Be considered an essential facility. The health room is the focal point for operation of an effective school health program and provides direct services to students. The lack of an adequate health room will seriously hamper the delivery of school health services.
- Have ready access to the student emergency information.

**Recommended Health Room Supplies**

- Adhesive tape, 1"
- Alcohol Prep Pads
- Band aids
- Cold packs or ice bag
- Cotton balls
- Eye Wash
- Gauze pads

- Gloves, non-latex
- Facial tissue
- Non-Adhering Pads-various sizes
- Paper cups
- Tongue blades (unsterile, not for oral use)
- Sanitary pads
- Scissors
- Soap
- Thermometers
- Stationary box that can be locked for student medications
- Portable, insulated, locked container for medications on field trips
- Cots/Exam table, covering (paper roll).
- 2" Kling gauze or rolled gauze
- Zip lock bags

### **School Health Room Staffing**

School health rooms are generally staffed by the UAP in the Duval County Public Schools with the exception of some schools that house students with special medical needs. In those schools, a Registered Nurse (RN) or a Licensed Practical Nurse (LPN) may be utilized. UAP who assist in health room services must be certified in cardiopulmonary resuscitation (CPR) and First Aid. It is recommended that **any** school staff providing health services also be certified in CPR and First Aid. All UAP must receive student specific training in order to assist in providing selected services.

### **Referral Procedure**

Students may be referred to the school nurse by school personnel or students may refer themselves. Some referrals may be obtained from a review of health records. School personnel should be alert to any changes in appearance or behavior of a student and refer a student accordingly. The continual observation of the student in the school environment constitutes an important component of the overall health appraisal.

School personnel must provide the name of the student, grade level and/or teacher's name to the nurse who will in turn initiate the proper documentation for the referral.

### **Identification of Students with Chronic Health Problems**

The school nurse will flag the cumulative record of students with chronic health problems identified through student record review, information gathered from school personnel, parents, health care provider and/or other health documentation. The nurse will inform necessary school personnel of the condition and insert any Emergency Action Plan (EAP) and Individual Healthcare Plan (IHP) into the cumulative record as warranted. An appropriate Chronic Health Problem Fact Sheet may also be inserted in the student record. The nurse will follow up as indicated.

### **The School Health Nursing Program relates directly to the following:**

- A. School Health Services Act. 381.0056-381.0059, F.S.
- B. Florida School Health Administrative Guidelines
- C. <http://www.floridahealth.gov/healthy-people-and-families/childrens-health/schoolhealth/laws-rules.html>

School health statutes are updated annually to include changes adopted during each year's legislative session.

### Guide for School Personnel

The following is designed to assist school personnel in planning to meet student health requirements, manage emergencies and address other health needs in accordance with Florida laws and the approved School Health Services Plan.

#### Requirements for Enrollment

- Florida Certificate of Immunization or an exemption applies to all students in grades prekindergarten through grade 12. (DH form 680)
- Certification of a School Entry Health Examination or an exemption for students initially entering a Florida school. (DH form 3040)

#### Reasons for Exclusion

- Immunization non-compliance
- School Entry Health Examination noncompliance
- As indicated on the Common Diseases and Conditions chart (Attachment E-II)

#### Forms to be sent to Parents at the Beginning of the School Year

- Student Health Questionnaire (optional)

#### Forms Ordered from the Storeroom

- Emergency Contact Information and Authorization for Release of Student Information
- Cumulative School Health Record (DH form 3041)

#### Emergency Plan for Individual Schools

- Keep a current Emergency Form on file for each student
- Have a minimum of two people certified in the administration of CPR and First Aid **beyond** the designated staff for the health room.
- Designate a person to maintain inventory of first aid equipment and supplies.
- Maintain a record of accidents and injuries.
- Post the Emergency Medical Services phone number **9-1-1 on all phones.**
- Post the Poison Control sticker on all medication cabinets.
- Each school has been provided with a copy of the Emergency Guidelines for Schools. Please refer to the School Safety Planning and Emergency Preparedness Section for detailed information regarding emergency equipment guidelines. We strongly encourage each school to modify the content of your emergency medical kit to meet your specific building and community needs.
- In the event of an emergency evacuation the following items should be placed in a bag and ready for use:
  - Snacks and fast acting carbohydrate source

- Emergency Action Care Plans
- Emergency medications, which include, but are not limited to: anaphylaxis supplies, diabetic supplies, rescue inhalers, and Glucagon.

Post in prominent locations:

1. Emergency Care of Student in the Event of Injury (Attachment B-II)
2. Emergency Care of the Student in the Event of a Seizure (attachment B-III)
3. Personnel Certified in First Aid and CPR (attachment B-IV-listing the location of emergency equipment and the names of persons certified in first aid and CPR)
4. First Aid for Choking (attachment B-V)

### **Space to be provided for Health Services**

- Health Room for ill or injured students
- Office for the nurse to provide confidential health counseling
- Telephone available for parent/agency follow-up
- Screening space for Scoliosis, BMI, hearing, vision, and other assessments

### **Referrals to the Nurse**

Students with health problems can be referred to the nurse when assistance is needed. (A mail box or other designated location for referrals and correspondence is requested.)

### **Cumulative Health Record**

- Initiate a Cumulative Health Record for each new student (DH form 3041)
- Maintain Cumulative Health Record on screenings and other health services provided

Maintain and make available immunization records for the Annual Immunization Validation Audit and Survey by the Immunization Program Staff, State of Florida, and Department of Health. Schools are selected at the state level.

Maintain the system provided to collect data for the Annual Report of Health Services under Section 381.0056, Florida Statutes.