

Unity School District - Board of Education

Board Policy ~~347.1~~ 347.2

Maintenance of Pupil Health Care Records

Last Revised 8/11/2020

The Board of Education recognizes the need for maintaining the confidentiality of pupil health care records as required by §118.125 of the Wisconsin Statutes, the Family Educational Rights and Privacy Act of 1974 (FERPA), and the Health Insurance Portability and Accountability Act of 1996 (HIPPA). The Board of Education appoints the School Nurse as the custodian of pupil health care records, who will be responsible for the overall direction and supervision of pupil health care record keeping in the district, and will ensure that policies in regard to pupil health care records shall be adhered to. In his/her absence, the building principal or his/her designee shall serve as custodian of pupil health care records.

All requests for inspection of pupil health care records shall be directed to the School Nurse, who will then determine whether inspection is permitted under this policy. Pupil health care records shall be made available to licensed district employees and other district officials who have been designated by the Board to have legitimate educational or safety interests in the pupil health care records. School employees and officials are expected to maintain the confidentiality of pupil health care record information shared with them in the interest of education and/or safety.