

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 200-40
SUBJECT: PHYSICAL EXAMS FOR STUDENTS	Date of Issue: 10/22/90
Preparing Office: Office of the Superintendent	Amended: 6/30/04

I. Policy 420

II. Procedures:

- A. Students who enroll in a Maryland public school for the first time are required to have a physical examination (COMAR 13A.05.05.07.) Students entering the 6th grade are also encouraged to have a physical examination.
- B. Principals will inform the person in their school responsible for enrolling new students to comply with the following procedures:
 - 1. Determine if the student is new to Maryland public schools, that is, coming from another state, private school or home schooling.
 - 2. Inform the parent/guardian of the need for the student to have a physical examination in order to enroll the student in school. The physical examination must take place within a period of time nine (9) months prior to entrance or up to six (6) months after entrance.
 - 3. Provide the parent/guardian with the Maryland State Department of Education Student Record Card 6, "Health Inventory." (Attachment A)
 - 4. Inform the parent/guardian that the physical examination must be completed by a physician or certified nurse practitioner.
 - 5. Refer the parent/guardian who state that they have difficulty obtaining a physical examination for their child because of insufficient financial resources to the school nurse for assistance.
- C. When the completed "Health Inventory" forms are returned to school, they must be given to the school nurse for review and placement in the student's school health record.
- D. A list of students who do not return a completed Health Inventory must be maintained by the school nurse on the Health Inventory Report. (Attachment B)
- E. The school nurse will be responsible for follow-up with the parents/guardians of students who do not return a completed Health Inventory.

- F. At the end of each school year, the school nurse shall report the number of students who have not had a physical examination because of lack of access to health care, insufficient financial resources, or any other reason, including religious reasons, using the Health Inventory Report (Attachment B) and the "New School Entrants Health Inventory Summary." (Attachment C) These forms shall be sent to the following:
1. School principal
 2. Assistant director of school health, Frederick County Health Department
- G. The assistant director of school health will submit a summary of the information from all schools using "New School Entrants Health Inventory Summary" (Attachment C) to the following:
1. Frederick County Public Schools health specialist
 2. Maryland Department of Health and Mental Hygiene
 3. Maryland State Department of Education

Approved:

original signed by

Jack D. Dale
Superintendent