

Regulation

PHYSICAL EXAMINATION

Physical Examination for New Employees

All offers of employment are conditional until completion of the required medical examination. Each new employee shall be required to undergo a physical examination that consists of a health history, health screenings, and medical evaluation.

- A. A health history shall be completed by the employee or by his or her physician and shall include the employee's:
 - 1. Past serious illnesses and injuries;
 - 2. Current health problems;
 - 3. Allergies; and
 - 4. Record of immunizations.

- B. The employee shall submit to health screenings which consist of the following measurements:
 - 1. Height and weight;
 - 2. Blood pressure;
 - 3. Pulse and respiration rate;
 - 4. Vision; and
 - 5. Hearing ability.

- C. Health screening shall also include the conduct of a Mantoux test for the presence of tuberculosis infection.
 - 1. A newly employed member will be exempt from the Mantoux test if he or she presents satisfactory documentation of a test:
 - a. Administered in a New Jersey school district from which the member has transferred; or
 - b. Administered in any place within the six months previous to the member's initial employment in this district;
 - 2. Procedures for the administration of the Mantoux test, interpretation of reactions, follow-up procedures, and reporting shall be conducted in accordance with the guidelines issued by the State Department of Health and titled School Tuberculin Testing in New Jersey;
 - 3. If the results of the Mantoux test so indicate, the employee shall be referred for a chest X-ray and medical evaluation to determine the presence of tuberculosis at the employee's expense. The employee shall submit the report of the X-ray and evaluation to the school medical inspector. If the school medical inspector does not receive the report within four weeks of the referral or is unwilling to accept the findings of the report, he or she may direct the employee to submit to a chest X-ray examination at board expense, the results of which will be reported directly to the school medical inspector;
 - 4. An employee who presents a physician's documentation, acceptable to the school medical inspector, showing significant tuberculin reaction and a subsequent negative chest X-ray will be exempt from the Mantoux test.

- D. The medical evaluation shall consist of an examination of the employee's body to the extent necessary to determine the employee's fitness to function in the position he or she holds and to detect any health risks to students and other employees. The employee's medical evaluation shall include, but not be limited to,

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a record of immunizations. Guidance regarding immunizations for adults may be found in "Adult Immunization: Recommendations of the Immunization Practices Advisory Committee (ACIP)", available from the Immunization Program, Centers for Disease Control, Public Health, U. S. Department of Health and Human Services, Atlanta GA 30333.

Health records

- A. All employee medical records, including computerized records, shall be secured, and shall be stored and maintained separate from other personnel files;
- B. Only the employee, the chief school administrator, and the school medical inspector shall have access to the medical information in that individual's file;
- C. The portion of the employee's medical record containing a health history may be shared with the principal and the school nurse with the consent of the employee.

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