

**Regulation**

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PHYSICAL EXAMINATION

Definitions

“Assurance statement” means a written document signed by the subject employee certifying that the information contained in the document is true to the best of the employee’s knowledge and belief.

“Employee” or “staff member” means the holder of any full-time or part-time position of employment.

“Health history” means a written record of a person’s past health events and history, completed by the person or the person’s physician.

“Health screening” means a testing, by various appropriate diagnostic tools, to determine the presence or precursors of disease or debilitating condition.

“Medical evaluation” means the examination of a person’s body by a physician licensed to practice medicine. Medical evaluation includes a record of immunizations.

“Medication” means a drug or other agent prescribed by a physician.

“Physical examination” means the assessment of a person’s health by health history, health screening, and medical evaluation.

“Psychiatric examination” means an examination conducted for the purpose of diagnosing mental disorders by a person licensed to conduct psychological or psychiatric examinations.

“Psychological assessment” means the evaluation of a person’s mental health by a person licensed to conduct psychological examinations.

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;

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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 be limited to those assessments or information necessary to determine the employee's physical or mental fitness to perform with reasonable accommodation in the position which the employee seeks or currently holds and to detect any health risks to students and other employees. The employee's medical evaluation shall include, but not be limited to, a record of immunizations. Guidance regarding immunizations for adults may be found in "Adult Immunization: Recommendations of the Immunization

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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.

- E. A teaching staff member may provide health status information, including medications, which may be of value to medical personnel in the event of an emergency requiring treatment. The staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency.

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 superintendent or his/her designee, 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.

Employees' Physical Examination and Medical Updates

School employee physical, examinations and/or annual medical updates shall not require disclosure of HIV status.

Examination of Candidates for Employment

Candidates for employment will be required to undergo a physical examination to include a health history, health screening and medical evaluation.

- A. This pre-employment physical examination shall not be used to determine a candidate's disabilities; and
- B. This examination shall be used only to determine whether the applicant is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, American with Disabilities Act of 1990.

Controlled Dangerous Substance Testing

Candidates for staff member positions, who have received a conditional offer of employment will be required to complete testing, conducted at the Board's expense, for the usage of controlled dangerous substances.

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- A. A medical review officer, who is a licensed physician employed by the laboratory certified and qualified to complete drug testing will review the final results of positive drug tests, scrutinizing them for possible alternative medical explanations. The medical review officer will review the candidate's medical history and will conduct a medical interview to determine the other relevant factors contributing to the results of the test. The medical review officer will communicate the results of a positive drug test to the applicant and to the superintendent or his/her designee;
- B. The American with Disabilities Act (ADA) prohibits employment discrimination against qualified individuals with disabilities. Persons who use drugs illegally (the use of controlled dangerous substances (CDS) and the illegal use of prescription drugs) are not protected by the ADA;
- C. The school district may refuse to hire an applicant based upon a test result that indicates the illegal use of drugs. This action may be taken even if the applicant claims he/she recently stopped illegally using drugs.

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