

# Chicago Public Schools Policy Manual

**Title:** POLICY FOR SCHOOL-BASED HEALTH CENTERS

**Section:** 410.5

**Board Report:** 98-0923-PO3

**Date Adopted:** September 23,  
1998

## **Policy:**

### **I. Definition**

A school-based health center, as referred to in this document, is defined as a health center that is devoted primarily to performance of preventive medical, educational, counseling, and/or diagnostic procedures and is located inside a school building. A comprehensive school-based health center may provide a wide variety of preventive services including general health assessments, school/sports physicals, Early Periodic Screening Diagnostic Testing (EPSDT), laboratory and diagnostic screenings, immunizations, first aid, family planning counseling and services, prenatal and postpartum care, dental services, drug and alcohol abuse counseling, prescription of medication by physician or nurse practitioner, and other services based on the students' needs and the philosophy of the managing agency and school administration.

### **II. Assessment of Needs and Support**

In order to target communities in greatest need of school-based health centers, an assessment of the specific health needs of the student body and its surrounding community\* shall be conducted by the interested health care provider. This assessment will include an examination of "at risk" factors in the community such as: substance abuse, mental health problems, sexually transmitted diseases, teenage pregnancy, immunization rates, youth violence rates, and other factors.

To secure involvement for the establishment of a school-based health center, the interested health care provider will conduct surveys, hearings, and discussions with the community, staff, and students.

\*"Community" is defined as the residents, institutional and educational leaders, elected and appointed officials, business owners, clergy, and other persons who live or work within the geographical attendance boundaries of the school, as well as parents or guardians or students attending the designated school.

### **III. Proposal and Authorization**

To establish a school-based health center, the interested provider will submit an application through the Chicago Public Schools' Request for Proposal process.

The decision to authorize a school-based health center at a school site is a decision of the Chicago School Reform Board of Trustees. This decision will be made subsequent to completion of the Request for Proposal process and approval of the school site's Local School Council. In making a decision, the Chicago School Reform Board of Trustees shall take into account the views of the community served by the school in which the health center will be located.

The school-based health center's health care provider shall sign an agreement with the Chicago School Reform Board of Trustees. In signing the agreement, the school-based health center will consent to comply with the Illinois Quality Standards for School-Based/Linked Health Centers ("IDHS Standards"), promulgated by the Illinois Department of Human Services ("IDHS"), the guidelines herein, and other conditions which the Chicago School Reform Board of Trustees may subsequently require.

All school-based health centers must be certified by the Illinois Department of Human Services. A Health Center Advisory Board, as outlined in the IDHS Standards will be established.

### **IV. Designation and Maintenance of Space**

The Chicago Public Schools will provide the school-based health center with a secure space and utilities, including a bathroom in the health center and sink with hot and cold water. A feasibility assessment will be conducted jointly by the health care sponsor and the Chicago Public Schools in order to evaluate the space provided or to be provided by the school to the health center.

The local school and the school's respective custodial contractor will clean and maintain the school-based health center in accordance with the baseline regulations established for the entire building and the

specifications detailed in the agreement between the provider of the school-based health center and the Chicago School Reform Board of Trustees. Ongoing maintenance responsibilities will be as specified in the agreement.

It is the responsibility of the health center to secure all medication kept on site and dispose of medical waste and sharps (i.e. needles).

## **V. Parental Consent**

To receive services in the health center, a student must have a student application and a signed parental consent form on file.

Once parental consent is obtained, the health center will cross-reference the parent's or guardian's name with the student's school records. To ensure informed consent, the school shall provide opportunities for parents or guardians to receive health center information. Possible activities include: health center information and orientation sessions (day and evening), flyers and newsletters, outreach by teachers, nurses, counselors, social workers, attendance officers, and other community outreach programs.

## **VI. Confidentiality**

The parents or guardian will be informed that there are areas of legally required confidentiality between students and the clinicians of which the parents or guardian need not be informed even though a parental consent form is on file. The school-based health center shall maintain confidentiality of records to the extent required by the law and as specified in IDHS guidelines.

School-based health centers will maintain comprehensive records such as those normally kept by health care providers.

## **VII. Staff**

School-based health centers shall comply with the staffing guidelines specified in the IDHS Standards. The Chicago Public Schools will assign the school nurse or a principal designee to function as a liaison between the local school and the health center in the development and implementation of health education programs.

The principal shall facilitate communication between the Chicago Public Schools and the school-based health center. The principal will be consulted on non-medical decisions made by the health center.

## **VIII. Evaluation**

An annual evaluation will be conducted in each school-based health center by IDHS. A summary of data collected through IDHS' quarterly reports and site visits to the health centers will be given to each health center's respective Advisory Board.

## **IX. Insurance**

The school-based health center will provide and maintain such insurance as may be required by the Chicago Public Schools' Bureau of Risk and Benefits Management, including but not limited to: professional liability insurance, workers' compensation, general and automobile liability insurance. Specific insurance requirements will be included in the agreement between the Chicago School Reform Board of Trustees and the health care provider.

## **X. Medical Research and Experimentation**

All forms of medical research and experimentation are prohibited.

**Amends/Rescinds:** Rescinds 86-0312-ED1

**Cross References:**

**Legal References:**