

3160 PHYSICAL EXAMINATION

The Board of Education requires each newly employed full time or part-time teaching staff member undergo a physical examination. The physical examination shall include, but is not limited to, a health history to include past serious illnesses and injuries; current health problems; allergies; and a record of immunizations. The physical examination shall also include a health screening to include height and weight; blood pressure; pulse and respiratory rate; vision screening; hearing screening; and tuberculin skin test for tuberculosis.

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. School employee physicals, examinations and/or annual medical updates do not require screening or disclosure of HIV status in accordance with federal law.

Candidates for employment will be required to undergo a physical examination to include a health history, health screening and medical evaluation. This pre-employment physical examination shall not be used to determine a candidate's disabilities. 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.

The physical examinations required by this policy shall be limited to those assessments or information necessary to determine the individual's physical and mental fitness to perform with reasonable accommodation in the position he/she seeks or currently holds and to detect any health risks to pupils or other employees.

Physical examinations required by this policy may be conducted by a physician or institution designated by the Board or, at the employee's election, by a physician or institution designated by the employee and approved by the Board. The cost of any such examination conducted by the physician or institution designated by the Board shall be borne by the Board. The cost of any such examination conducted by the physician or institution chosen by the employee and approved by the Board shall be borne by the employee.

**TEACHING STAFF MEMBERS
3160
PHYSICAL EXAMINATION**

M

Page 2 of 2

All staff members' medical and health records, including computerized records, will be secured and will be stored and maintained separately from other personnel files. The information contained in medical records will be kept confidential. Only the staff member, the Superintendent, and the district medical inspector shall have access to medical information regarding an individual employee. The section of the medical record that contains the health history may be shared with the staff member's Building Principal and the school nurse with the consent of the staff member.

Additional physical or individual psychiatric examinations of any staff member may be required by the Board whenever, in the judgment of the Board, a staff member shows evidence of deviation from normal physical or mental health. Any additional individual examinations will be pursuant to the requirements of N.J.A.C. 6A:32-6.3. Additional examinations and/or certifications may be required to verify fitness in accordance with Policy No. 3161 or disability in accordance with Policy Nos. 3425 and 3435.

42 U.S.C.A. 12101

N.J.S.A. 18A:16-2 et seq.

N.J.A.C. 6A:32-6.1; 6A:32-6.2; 6A:32-6.3

Approved: December 3, 2002

Citation Revision: October 1, 2007

Revised: August 28, 2012

R 3160 PHYSICAL EXAMINATION

A. Definitions

1. “Employee assurance statement” means a statement signed by the employee certifying that information supplied by the employee is true to the best of the employee’s knowledge.
2. “Employee” or “staff member” means the holder of any full-time or part-time position of employment.
3. “Health history” means the record of a person's past health events obtained in writing, completed by the individual or their physician.
4. “Health screening” means the testing of people, using one or more diagnostic tools, to determine the presence or precursors of a particular disease.
5. “Medical evaluation” means the examination of the body by the district medical inspector or by any physician licensed to practice medicine.
6. “Physical examination” means the assessment of an individual’s health.
7. “Psychiatric examination” means an examination for the purpose of diagnosis and treatment of mental disorders.

B. Employees’ Initial Physical Examination

Each newly employed teaching staff member shall be required to undergo a physical examination. The physical examination shall include, but is not limited to a health history, health screenings, and medical evaluation.

1. A health history shall be completed by the employee or by his/her physician which shall include the employee’s:
 - a. Past serious illnesses and injuries;

**TEACHING STAFF MEMBERS
R3160
PHYSICAL EXAMINATION**

M

Page 2 of 4

- b. Current health problems;
 - c. Allergies; and
 - d. Record of immunizations.
2. The employee shall submit to health screenings which shall include his/her:
- a. Height and weight;
 - b. Blood pressure;
 - c. Pulse and respiration rate;
 - d. Vision screening;
 - e. Hearing screening.
3. Health screening shall also include a tuberculin skin test for the presence of tuberculosis.
- a. A newly employed member will be exempt from the tuberculin skin test if he/she presents satisfactory documentation of a test
 - (1) Administered in a New Jersey school district from which the member has transferred, or
 - (2) Administered in any place within the six months previous to the member's initial employment in this district, or
 - (3) An employee who presents a physician's documentation, acceptable to the district medical inspector, showing significant tuberculin reaction and a subsequent negative chest x-ray will be exempt from the tuberculin skin test
 - b. Procedures for the administration of the tuberculin skin test, interpretation of reactions, follow-up procedures, and reporting shall be

**TEACHING STAFF MEMBERS
R3160
PHYSICAL EXAMINATION**

M

Page 3 of 4

conducted in accordance with the guidelines issued by the State Department of Health and titled School Tuberculin Testing in New Jersey.

- c. If the results of the tuberculin skin 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 district medical inspector. If the district medical inspector does not receive the report within four weeks of the referral or is unwilling to accept the findings of the report, he/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 district medical inspector.
 - d. An employee who presents a physician's or nurse practitioner's documentation, acceptable to the district medical inspector, showing significant tuberculin reaction and a subsequent negative chest X-ray will be exempt from the tuberculin skin test.
4. A medical evaluation that shall be limited to those assessments or information necessary to determine the employee's physical and mental fitness to perform with reasonable accommodation in the position which the employee seeks or currently holds and to detect any health risks to pupils 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 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.
 5. 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.

**TEACHING STAFF MEMBERS
R3160
PHYSICAL EXAMINATION**

M

Page 4 of 4

C. Health Records

1. All employee medical records, including computerized records, shall be secured, and shall be stored and maintained separate from other personnel files.
2. Only the employee, the Superintendent, and the district medical inspector shall have access to the medical information in that individual's file.
3. 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, as provided in B.5 above.

D. Employees' Physical Examination and Medical Updates

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

E. 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.

This pre-employment physical examination shall not be used to determine a candidate's disabilities; and

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.

In Effect: August 29, 2012