

SCHOOL HEALTH REQUIREMENTS

5083

*References: KRS 161.145; 704 KAR 4:020
Relates to:5083AR*

School Employee Medical Examinations

- A. It is the policy of the Board to maintain a medical examination program, including a drug screening, for initial employment, and annually for bus drivers and other drivers who transport students. Such programs will:
 - 1. Provide for the protection of the physical welfare and safety of the public-school children:
 - 2. Select candidates who are physically able to perform their duties effectively and safely and to aid in safe and proper placement of personnel.
 - 3. Provide up-to-date medical information on Board employees necessary for effective personnel utilization.
 - 4. Adequately protect the safety and health of all Board employees.

B. Medical screenings will be required of all candidates upon initial employment. Notice of this policy shall be prominently printed on all job applications and each applicant shall sign a statement that the applicant understands that tests for use of drugs are part of the initial employment physical and that the decision by the Superintendent to recommend employment may be based on the results of the drug test.

1. Teachers

The Board shall require a medical examination of each teacher upon initial employment which shall include a tuberculin risk factor assessment, other medical tests, and a urine specimen to be analyzed for drugs, as set out in Board policy. All positive reactors shall be required to comply with the recommendations of the local board of health and the Cabinet for Health & Family Services for further evaluation and treatment of the tuberculosis infection. Following the required medical examinations for initial employment and any subsequent examinations, as may be required for positive tuberculin reactors, each teacher shall submit to the local school superintendent a statement indicating his/her medical status.

2. Bus Drivers/Other Drivers of Students

The Board shall require a medical examination of each school bus driver and drivers of special vehicles used to transport children to and from school and school events upon initial employment and each year thereafter. The medical examination shall include test for tuberculosis and a risk factor assessment, urine specimen to be analyzed for drugs, hearing and vision disorders, emotional instability and for serious medical conditions including diabetes, epilepsy, heart disease, and other chronic or communicable diseases if indicated in the opinion of the examining physician. All positive reactors shall be required to comply with the recommendations of the local board of health and the Cabinet for Health & Family Services for further evaluation and treatment of the tuberculosis infection. (All medical examinations of school bus drivers and other drivers transporting students shall be reported on the special form furnished by the Board and submitted to the Superintendent.)

3. Custodians, Cafeteria Workers and Other School Employees

The Board shall require a medical examination of each custodian, cafeteria worker, and other classified school employees not specifically covered by subsection (2) of this regulation upon initial employment. The medical examination shall include tests for tuberculosis and/or a risk factor assessment, hearing and vision disorders, epilepsy, heart disease, urine specimen to be analyzed for drugs, and other chronic or communicable diseases if indicated in the opinion of the examining physician. All positive tuberculin reactors shall be required to comply with the recommendations of the local board of health and the Cabinet for Health & Family Services for further evaluation and treatment of the tuberculosis infection. Following the required evaluation, each employee shall submit to the local school superintendent a statement indicating his/her medical status. Medical examinations shall be reported on forms furnished by the Board. Employees of the Child Care programs who voluntarily terminate employment after fewer than six (6) months must reimburse the Board for the cost of the tuberculosis test and medical exam.

4. Persons Required to Complete Full Medical Exam

- a. A candidate for initial employment.
- b. Re-hires. (People with prior employment with the Board)

5. Medical Exam, Excluding Drug Screen, Required for Employees Returning from Leave

- a. Returning from medical leave-of-absence arising from a job-related injury.
- b. Returning from non-duty related disability, excluding pregnancy.

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- C. Job descriptions adopted by the Superintendent will set forth the reasonable physical demands of the jobs.
- General Provisions
- a. A physical examination to include such tests as are deemed appropriate to ensure that no person is placed in a job that is beyond their physical capabilities or would increase the risk of physical injury.
 - b. No expense to the Board will be ordered by the examining physician for laboratory or other studies except as authorized by the Superintendent or his designee.
 - c. All minor defects as well as disqualifying conditions shall be recorded by the examining physician.
 - d. Those candidates with defects which are temporary or correctable will be advised to return to the school district for evaluation of results and final determination of fitness for employment. The Superintendent may, if circumstances warrant, authorize the candidate to begin work. In such cases, a corrective program to include specific time tables will be agreed upon with the employee. When such defects have been corrected, the employee will be scheduled for a recheck with the examining physician. Failure to conscientiously pursue a prescribed corrective program or failure to correct the medical defect within the prescribed corrective program or failure to correct the medical defect within the prescribed time limits shall be cause for withdrawal of medical certification of the employee. All temporary or correctable defects must be corrected to the satisfaction of the examining physician. Medical certification will be withdrawn based upon failure to meet medical standards, resulting in dismissal from employment.
 - e. Examination of individuals with acute pathological conditions for which, in the natural course of the disease, recovery occurs without aftereffect, will be deferred until examination shows recovery has occurred without disqualifying aftereffect.
 - f. Examination of individuals with remediable incapacity because of recent acute illness, surgical operations, or injury will be deferred until recovery is complete. Following any major surgical operation, an individual will be deferred long enough to insure complete recovery without aftereffect.
 - g. Disabled persons will be considered for any position for which they are otherwise qualified and for which a reasonable accommodation can be made, if needed.
 - h. No person disqualified by medical examination may be hired for or retained in employment.
 - i. Notice of all medical determinations shall be sent to the Superintendent on Board approved forms.
 - j. Medical reports are not to be made available to unauthorized persons (authorized persons to be designated by the office of the superintendent).

Medical Evaluation of Physically and Mentally Disabled

- A. Recognizing that persons with disabilities are a valuable manpower resource that should be fully utilized and that such utilization benefits both the disabled worker and the Board, it is the policy of the Board to provide employment opportunities to disabled workers to the maximum extent possible. Recruitment, examination, selection and other personnel actions relating to the disabled will be based on their ability to perform useful work rather than upon their disability; however, disabled workers will not be employed under the following conditions:
1. The person is not otherwise qualified to perform the job.
 2. The person cannot perform the job without endangering his/her safety or the safety of others.
 3. No reasonable accommodation can be made.
- B. Definitions:
- Disability - Any physical or mental impairment which substantially limits one or more of a person's major life activities.
- Permanent Health Impairment - A condition which cannot be completely corrected.
- Stationary Health Impairment - A condition which is stabilized under medical control.
- Any of the above medical standards contained herein may be utilized as the basis for an annual physical examination as warranted.

Procedure

- A. This policy pertains to the filling of full-time, part-time, and seasonal and any and all other employee classifications. All employment contracts are contingent upon successful completion of the required medical examination(s).
- B. At the conclusion of the interview process when the principal and Director of Personnel have identified the candidate to be recommended to the Superintendent for possible employment, the candidate will be required to

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be examined by the Board's contract medical provider completing all necessary forms.

- C. The employee will schedule the date and time for an examination.
- D. The Personnel Office will prepare a medical examination authorization form that the candidate will present to the contract medical provider.
- E. The candidate will take the completed authorization forms to the medical provider designated by the Board, to complete the physical examination.
 - 1. The physician will determine if the candidate is physically qualified, physically unqualified, or physically qualified with restrictions, for the requirements of the position for which the candidate applied. Candidates disqualified due to a physical or mental impairment shall be considered for employment with accommodations, if appropriate.
 - 2. The physician will complete and return the appropriate forms to the district personnel office.
 - 3. In the event of an unfavorable result from any of the tests included in the initial employment physical exam, the employment candidate shall have the right to have such additional tests conducted, at their own expense, for the Superintendent's further consideration as to recommended employment.
- F. Payment for Medical Exams:

The Board will be billed for the complete initial employment medical exam and drug screening up to the amount agreed by contract between the Board and a licensed provider of the required health services.

School District Health Coordinator

The Board shall designate a person to serve as School District Health Coordinator. Such person shall meet the minimum qualifications required of this position. The school health coordinator shall work in cooperation with all school personnel, the State Department of Education, and the local health department in planning, promoting, and implementing a school health services program that meets the regulations adopted by the State Board of Education.

Reporting Requirements

The Board shall report all known or suspected cases of communicable disease immediately to the local health department.