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TO: District Superintendents of BOCES
Superintendents of Public School Districts,
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DATE: November 3, 2022

SUBJECT: Medical Director and School Nurse Role

The Department would like to take this opportunity to remind school districts of the requirements to employ a director of school health services (medical director) their specific role in schools and review the requirements and role of a school nurse.

Student should not be prevented from participating in interscholastic athletics or obtaining working papers because they have not undergone the required health exam. If a student does not have documentation of a timely health examination, the director of school health services (medical director) should ensure that the student is referred to a primary care provider for a health examination. This is an important function of the director of school health services (medical director) which will result in inequitable access to interscholastic athletics for students if the District fails to provide this service.

Director of School Health Services

The role of the Director of School Health Services (medical director) is paramount to ensuring the health and safety of the school community. The medical director has a significant role in how schools manage student health, health emergencies and communicable diseases.

Duties of the Director of School Health Services

Pursuant to Education Law §902, public schools must employ a duly licensed physician or nurse practitioner to perform the duties of the director of school health services to perform and coordinate the provision of health services in public schools. A director of school health services (medical director) may be aided by a school nurse who is a registered professional nurse (RN). The director of school health services (medical director) may delegate their duties to appropriate licensed health professionals. The delegation of duties should be in writing to avoid any miscommunication and ensure consistency.

The duties of the medical director include:

Provide a school health services program¹ which includes but is not limited to:

- Informing parents/guardians, students and teachers of V W X G H I J K L M N O P Q R S T U V condition subject to federal and state confidentiality laws;
- Guide parents, students and teachers in procedures for preventing and correcting defects and diseases;
- Instruct school personnel in procedures to follow in case of accident or illness; and
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required by OSHA. [OSHA [Standard Number 1910.1030\(c\)\(1\)\(v\)](#), [New York State Plan | Occupational Safety and Health Administration \(osha.gov\)](#)]

are available on [HS DU WP 2 H Q V T B W X G H Q W 6 H X S L S W H Health Services](#) webpage.

For questions, please contact our Office of Student Support Services at studentsupportservices@nysed.gov or 518-486-6090.