



Pre-Participation Physical Exam Management Recommendations & Best Practices

- Students are encouraged to obtain their PPE at their medical home with their family provider.
- The Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA) require confidentiality and protection of a person's private health information.
- The parent/guardian signature on page 4 of the KSHSAA pre-participation evaluation (PPE) form authorizes the school to collect the complete PPE form containing a student's private health information. The parent/guardian also has the option to only turn in page 4 of the form (Medical Eligibility page) which contains more limited information. The parent/guardian signature also authorizes the school to share relevant medical information with school medical personnel, school administration, and school coaches.

Best practices for managing the pre-participation physical exam (PPE) document and student private health information:

- A confidential storage system for the completed PPE forms must be developed and implemented.
- When PPE forms are submitted to the school in a public setting, the form should be immediately placed in a secure area.
- **Students should not be allowed to participate until the appropriate school personnel have had a chance to review the PPE information in a private setting.** It is recommended that schools request PPEs to be turned in at least 2-3 weeks prior to the start of a season to give school personnel time to review the information.
- Any health information from the PPE beyond a student's medical eligibility status should ONLY be shared with personnel who have a need to know the information. For student safety and rapid emergency response, school medical personnel should have access to information related to a student's chronic medical problems, allergies, and medications. When school medical personnel are not available, a coach should have access to this information.
- School medical personnel and coaches should not communicate any student health information via unencrypted email or text messages.
- If teams travel with a student's PPE information, it must be kept in a secure location.

American Academy of Pediatrics. (2019). *PPE Preparticipation Physical Evaluation* (5th ed.). American Academy of Pediatrics.