Health documentation supports legal requirements, provides a historical record of care, facilitates care team communication, develops aggregated reports of student needs, supports care planning and delegation, and describes emergency care planning. An electronic system can help a school nurse manage and use data quickly and efficiently. Reports generated from electronic student health record systems allow the nurse to:

- Efficiently quantify health room activity
- Develop evidence for practice
- Describe nursing sensitive student outcomes
- Analyze student health at the population level
- Evaluate the effectiveness of care delivery
- Manage resource allocation
- Analyze student health needs
- Link health interventions to improved educational outcomes

Electronic information systems allow a huge volume of data to be entered rapidly, analyzed comprehensively from multiple perspectives, and efficiently reported to key stakeholders.

What are the three common types of student health software?
- Commercial student health programs (only contain health data and do not usually interface with instruction or school district level records, although may be able to download demographic data from student information system)
- General school wide student information systems (may include transportation, discipline, instruction, schedules, standardized test scores as well as student health data)
- District specific software (created in-house by a school district)

Administrators, information technology professionals, and school nurses must take responsibility for assuring that health documentation requirements are met in their documentation system.

Areas to analyze before purchasing an electronic student health record system include:

- Security, Confidentiality, and Privacy
  - Is the data secure? Can only those with permission access it?
  - The school district's attorney and/or privacy officer should review any software contracts that have a web-based platform to clearly understand how much control the company and district have over the data once it is in the cloud.
  - Does the system meet district privacy standards/guidelines?
  - Is system HIPAA and FERPA compliant: https://www.nasn.org/nasn/nasn-resources/professional-topics/school-health-documentation/hipaa-ferpa
  - Authentication-each user has their own account (user identification and password).
  - Overwrite protection –edits made in the document are recorded as edits, original information is not erased.
  - Audit capability –system can provide history of access, edits, exchanges, and other uses.
  - Partitioning-record is sectioned; access to one portion does not include access to all.
- Ethical use of student health data
  - How is the data used?
  - With whom will the vendor be sharing de-identified aggregated data?
  - Refer to the National Center for Education Statistics and Department of Education Privacy Technical Assistance Center for guidelines
- Nursing workflows in the school health office
  - Map out your current school nurse workflows to understand your data needs
  - Remember all workflows may not translate exactly into the new electronic format
  - Is there a better workflow to do your work and how can an EHR support this?
- Communication with school staff; parents; education community (district, state, national levels)
  - How will you share the data in a meaningful format to all stakeholders?
- Communication with the health community
  - Health care provider orders, treatment and response data
  - Student health records with nurse documentation and data back to provider
  - Immunization state registries, and population level data to local health department
- The state standards of nursing practice
- Practice models
  - Unlicensed personnel, full and/or part time staff, substitutes (each should have individual log in and password)
- Ability to run queries / reports
  - Annual reports
  - Data for NASN's National School Health Data Set: Every Student Counts!^{TM}
  - Other data needed for school / district monthly and year-end reports

School nurses are key members of the education team and advocates of school health who collect valuable data through their documentation to keep students healthy, safe, and ready to learn.