

*Date:* April 27, 2018  
*To:* Wisconsin School District Administrators, Staff, and Health Care Providers  
*From:* Louise Wilson, MS, BSN, RN, NCSN, School Nurse/Health Services Consultant  
*Subject:* Guidance on School Employee Examinations under Wis. Stat. § 118.25

On December 2, 2017, revisions to [Wis. Stat. § 118.25](#) Health Examinations became effective. This is commonly referred as school employee physical examinations or tuberculosis screening. A summary of these revisions can be found in the [Wisconsin Legislative Council Act Memo 2017 Wisconsin Act 107](#).

The Department of Health Services developed the forms required under Wis. Stat. § 118.25. These forms include the *Wisconsin Tuberculosis (TB) Risk Assessment Questionnaire Screen* (F-02314A) and the *Record of School Employee Examination* (F-02284). Both forms are located on the [Department of Public Instruction's](#) and the [Department of Health Services'](#) websites.

Healthcare practitioners, registered nurses, and school nurses should use the Department of Health Services' form *Wisconsin Tuberculosis (TB) Risk Assessment Questionnaire Screen* (F-02314A) to complete the questionnaire requirements of Wis. Stat. § 118.25. Practitioners (licensed as a physician or as a physician assistant in any state, or licensed or certified as an advanced practice nurse prescriber in any state) are required to keep a copy of the completed questionnaire for their own record. Registered nurses (RNs) and school nurses who assist with tuberculosis risk assessment by administering the questionnaire are required to submit a copy of the completed questionnaire to the school board. If retained by the school board, it is recommended form F-02314A be kept in the employee's confidential employment file. School nurses or RNs may only administer the questionnaire if the school board has required additional (repeat) health exams beyond initial hire. [Wis. Stat. § 118.25\(2\)\(a\)2](#).

The *Record of School Employee Examination* (F-02284) form will be used to document results of the questionnaire, further recommendations, and results of the physical examination. Healthcare practitioners, RNs, and school nurses will record recommendations under the Results of Tuberculosis Risk Assessment Questionnaire section. If there are tuberculosis risk factors identified on the screening questionnaire, registered and school nurses will confidentially recommend further examination by a licensed practitioner.

Practitioners will document recommendations regarding employability and freedom from tuberculosis in a communicable form under the Practitioner's Recommendations and Certificate of School Employee Examination section. Under this revised law a tuberculosis test or chest X-ray is only required if indicated by the screening questionnaire.