



# St Paul's Primary School

## Medical Records (Students)

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### **The Need for Up-To-Date Student Medical Records**

St. Paul's Primary School relies on parents/guardians to provide the school with up-to-date medical information with respect to students.

Without current medical information, the best possible care cannot be provided to each student on an ongoing basis.

Without accurate medical information there is a higher risk of:

- Medication being wrongly administered;
- Student allergies being triggered as a result of incorrect medical treatment or the intake of food to which a student has an allergy; or
- Effectiveness of medical treatment being decreased in medical emergencies.

### **St. Paul's Primary School's Policy**

St. Paul's Primary School is committed to the safety and wellbeing of all our students and to providing proper care notwithstanding existing medical conditions.

It is our policy that:

- Student medical information must be provided by parents/guardians on enrolment;
- Student medical records must be updated regularly as advised by parents/guardians for incorrect, out of date, incomplete or misleading information;
- Student medical records are stored securely to protect against misuse, loss, unauthorised access, modification or disclosure;
- Information regarding students' medical conditions shall be used by the school on an as needed basis to assist in the management of the student's ongoing health needs; and
- Access to medical records may be provided to the parents/guardians upon request.

## **Collecting Medical Information**

At enrolment, parents/guardians are required to complete a student medical record form. These forms contain a privacy statement advising parents/guardians and students of the purpose of collection and situations where information will be disclosed.

Medical information collected includes details of a student's:

- Immunisation;
- Past medical/surgical history;
- Mental health;
- Asthma;
- Allergies;
- Prescription Medication;
- Dietary requirements; and
- Other medical conditions.

## **Confidentiality and Use of Medical Information**

The confidentiality of medical records will be respected at all times.

Information which is considered necessary for the wellbeing and safety of students will only be disclosed to relevant staff on an as need basis.

Information will only be shared per the privacy statement on the student medical record form. These circumstances include where:

- Parents/guardians provide consent to share the information;
- Students who are independent minors provide consent;
- There is an imminent threat to the student (e.g. potential suicide); or
- There is a legislative requirement to share the information (e.g. mandatory reporting of child sexual abuse).

## **Ongoing Management of Medical Records**

On an ongoing basis, St. Paul's Primary School manages student medical records in the following ways:

- Regular reminders are forwarded to parents/guardians requesting that they review and update their child's medical information;
- Parents/guardians are required to review and update their child's medical information annually;
- Parents/guardians are required to communicate all updates to their child's medical information as they become aware of the changes;
- Health care plans are developed as required and retained in the student's school file with their medical records;

- A record is maintained of all medication administered at the school (Refer to Medication Administration Policy);
- In a medical emergency, after organising medical attention for the student, a record of all actions taken are recorded on the student's file;
- Medical records are safeguarded via locked storage and password access to computerised records; and
- Records are kept by the school until the student is 25 years of age.

### **Access to Records - Students and Parents/guardians**

Students and parents/guardians wishing to access student medical records should make a request in writing.

Each request for access to medical records will be considered having regard to individual circumstances. For example, access may be denied if the request is from a parent who is subject to a court order (Refer to Access Arrangements for Separated Parents/Guardians Policy). Parents/guardians requesting access to medical records will be denied access if their child is over 18 years of age and does not provide consent for such access.

The school will maintain all original documents and will provide copies if authorisation to access medical records is granted.

### **Access to Records - External Agencies**

In the event that the school receives a request from an external agency for access to a student's medical records, access will only be provided where:

- The student's parents/guardians have consented; or
- The school is required to do so by law.

### **Workers' Responsibility**

All workers are responsible to:

- Be familiar with the medical conditions of students in their care;
- Apply appropriate security to confidential and sensitive records created or received; and
- Ensure records are stored securely and physical access is restricted.

### **Implementation**

This policy is implemented through a combination of:

- Staff training;
- Student and parent/carer education and information;
- Effective maintenance of student medical records;
- Effective incident notification procedures; and
- Initiation of corrective actions where necessary.

## **Discipline for Breach of Policy**

Where a staff member breaches this policy St. Paul's Primary School may take disciplinary action.

Developed: 2017

Ratified: 2018

Reviewed: