

Medical Records (Student) Policy



This policy follows the authority provided in the jurisdictional health records and national privacy legislation and has been developed with review by an external medical authority.

Student Medical Records

The College relies on parents/ guardians to provide the College with up-to-date medical information about 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
- effectiveness of medical treatment being decreased in medical emergencies.

All staff with access to medical records should be aware of student confidentiality for health records as outlined in the College's Privacy Program.

Lavalla Catholic College's Policy

Lavalla Catholic College 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medical records are updated regularly as advised by parents / guardians on PAM and to Student Services for incorrect, out-of-date, incomplete or misleading information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 is used by the College on an as needs basis to assist in the management of student's ongoing health needs
- access to medical records may be provided to the parents / guardians upon request under certain conditions, depending on the age of the student.

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 history
- past medical / surgical history
- mental health
- asthma status
- allergies
- prescription medication
- dietary requirements
- specific medical conditions.

Parents are required to update medical information on PAM upon acceptance of enrolment.

Confidentiality and Use of Medical Information

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

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

Information will only be shared according to 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 safety or welfare of a student (e.g. potential suicide)
- 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, the College 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 as needed
- parents / guardians are required to review and update their child's medical information at least annually
- parents / guardians are required to review and update their child's medical information prior to any camp / excursion
- parents / guardians are required to communicate all updates to their child's medical information as they become aware of the changes
- individual health care plans are developed as required and retained in the student's College file with their medical records
- a record is maintained of all medication administered at the College
- 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 password access to computerised records
- records are kept by the College until the student is 25 years of age.

Implementation

This policy is implemented through a combination of:

- staff training
- student and parent / guardian education and information
- effective maintenance of student medical records
- effective incident notification procedures
- initiation of corrective actions where necessary.

Discipline for Breach of Policy

Where a staff member breaches this policy, particularly the provisions about confidentiality and transcription of medical records, Lavalla Catholic College may take disciplinary action.