



**Catholic
Ladies' College**

Medical Records [Student] Policy

CATHOLIC LADIES' COLLEGE LTD
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Catholic Ladies' College Ltd

(ACN 058 164 891) (ABN 44 058 164 891)

Medical Records (Student) Policy

Catholic Ladies' College is a Mary Aikenhead Ministry in the tradition of the Sisters of Charity. We seek to develop in each member of our community a contemporary understanding and application of the charism of Mary Aikenhead, the spirituality of the Sisters of Charity, the mission and vision of Mary Aikenhead Ministries and their values of justice, love, compassion and hope.

In responding to this call Catholic Ladies' College is a Christ-centred community established to educate, in partnership with parents, women of faith, integrity, individuality and compassion, confident of their own worth as women and wholly involved in the transformation of society.

The Need for Up-to-Date Student Medical Records

Catholic Ladies' College relies on parents/carers to provide the College 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.

Catholic Ladies' College Policy

Catholic Ladies' 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/carers on enrolment;
- Student medical records must be updated regularly as advised by parents/carers for incorrect, out of date, incomplete or misleading information;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 College 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/carers upon request.

Collecting Medical Information

At enrolment, parents/carers are required to complete a student medical record form. These forms contain a privacy statement advising parents/carers 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 will only be shared per the privacy statement on the student medical record form. These circumstances include where:

- Parents/carers 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).

Catholic Ladies' College has adopted CareMonkey (a web-based company) to manage the health and medical records of our students.

No data is shared with any other parties and CareMonkey is managed in accordance with the Privacy Act. Parents/carers will have a secure login to the system, and will only need to input child's core details once, for the duration of their enrolment at the College.

Parents/carers will be able to update their daughter's medical details at any time, and will be prompted to do so by email reminder on at least an annual basis.

Ongoing Management of Medical Records

On an ongoing basis, Catholic Ladies' College manages student medical records in the following ways:

- Regular reminders are forwarded to parents/carers requesting that they review and update their child's medical information;
- Parents/carers are required to review and update their child's medical information annually;
- Parents/carers 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 college file with their medical records;
- A record is maintained of all medication administered at the College (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 safe guarded via locked storage and password access to computerised records; and
- Records are kept by the College until the student is 25 years of age.

Access to Records – Students and Parents/Carers

Students and parents/carers 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/Carers 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 college 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 college receives a request from an external agency for access to a student's medical records, access will only be provided where:

- The student is under 18 years and the student's parents/carers have consented;
- The student is over 18 years and the student has consented; or
- The College 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 the staff member breaches this policy Catholic Ladies' College will be required to undertake the necessary course of action.

Related Policies

Accident Management
Allergy Awareness Policy
Anaphylactic Shock Management Policy
Asthma Management Policy
Counselling Services (Student) Policy
Excursions Policy
Medication Administration Policy