

# Catholic Ladies' College



## Student Medical Records Policy

Stage	Date	Ratified
Initiated	2010	
Review 1	2016	2016
Review 2	2018	2018
Review 3		
Review 4		



## Catholic Ladies' College Ltd

[ACN 058 164 891] [ABN 44 058 164 891]

### Student Medical Records 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.

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.

#### **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.

All staff with access to medical records should be aware of student confidentiality for health records.

#### **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- Student medical records are updated regularly as advised by parents/carers for incorrect, out of date, incomplete or misleading information;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 under certain conditions, depending on the age of the student.



## 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 status;
- Allergies;
- Prescription Medication;
- Dietary requirements; and
- specific 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 as needed. 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 safety or welfare of a 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 SiMON (a web-based company) to manage the health and medical records of our students.

No data is shared with any other parties and SiMON 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;
- 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 (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.

## Transcript of Student Medical Records

Under no circumstances will staff transcribe any part of a student's medical record to another location.



### **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).

### **Students Under the Age of 18**

Where parents/carers request access to their child's medical records the College's response will be guided by their duty of care towards the student and the Privacy Act 1988 (Cth) (Privacy Act).

Parents/carers may be denied access if their child denies them access and the child has the capacity to consent.

The child's capacity to consent is determined on a case-by-case basis by the College based on an assessment of the student's maturity and intelligence to understand what is being proposed. If the College is unsure or it is not practical to make an individual assessment of the student's capacity to understand, then as a general rule, the College may assume that a student over the age of 15 has the capacity to deny consent for their parent/carers to access the student's medical records held by the College.

Where a student denies access to specific elements of the medical records consideration may be given to providing a redacted version of those records.

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

### **Access to Records – External Agencies**

If 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 16 years and the student has consented (with sufficient understanding and intelligence to fully understand what is proposed) and/or the student's parents/guardians have consented;
- the student is over 16 and the student has consented; or
- the College is required to do so by law.

### **Workers Responsibility**

All workers are required 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