

## MEDICAL RECORDS POLICY

### RATIONALE:

St Mary's College for the Deaf is committed to ensuring access to medical information is secure, up-to-date and easily accessible in the event of an emergency. Given the dispersed nature of the College and the number of partner schools in which we operate, medical data needs to be accessible on any platform or device.

### Student Medical Records

St Mary's 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.

### Policy

St Mary's 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, via the CareMonkey App. A profile is to be created for the student with provision to note Medical Alerts and associated descriptions;
- CareMonkey is to be used by the College to communicate vital information and permission acceptance for photos and some camps and excursions;
- Student medical records are to be updated regularly by parents/guardians for incorrect, out-of-date, incomplete or misleading information;
- Parents/guardians allow CareMonkey records to be shared with appropriate staff within our partner schools;
- Student medical records are to be stored securely to protect against misuse, loss, unauthorised access, modification or disclosure. This is detailed in the College Records Management policy.

Information regarding students' medical conditions is used by the College on an as needs basis to assist in the management of students' ongoing health needs.

### Collecting Medical Information

At enrolment, parents/guardians are required to create a student profile in the CareMonkey App and then share the profile with both St Mary's College and our partner school (Marymede Catholic College, Holy Trinity Primary and Thomas Carr College). For students at our Ringwood, Dandenong and Sunbury

campuses, completed profiles will be downloaded and sent to either Aquinas College, St John's Regional College or Salesian Sunbury at the commencement of each year and when a notification is received that a profile has been updated.

The App contains a privacy statement advising parents/guardians and students of the purpose of collection and situations where information will be disclosed. [https://groups.caremonkey.com/users/sign\\_up](https://groups.caremonkey.com/users/sign_up)

Medical information collected includes details of a student's:

- Immunisation history;
- Past medical/surgical history;
- Mental health;
- Asthma and Allergies;
- Prescription medication;
- Dietary requirements;
- Other specific medical conditions, and
- All Health Care or Action Plans for specific student medical conditions.

Parents / Guardians who choose NOT to utilise the CareMonkey App to communicate medical records, MUST complete a new manual record of medical information for EACH activity their student participates.

### 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 each time they access their students CareMonkey profile and accept or acknowledge a
- communication;
- 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 by 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 locked storage and password access to computerized records; and
- Records are kept by the College until the student is 25 years of age.

### Transcription of Student Medical Records

Under no circumstances will staff transcribe any part of a student's medical record to another location. The exception is to partner schools as described above upon consent from the parents/guardians.

### 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/guardian who is subject to a court order (refer to Separated Parents/guardians Policy).

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