

APPENDIX I. Record keeping

Student health records are documents relating to health information and interventions that reflect the facts of health care. Examples include the Student Health Care Summary, documented plans and emergency response plans for specific health conditions and risk management plans.

The principal:

- maintains student health records in accordance with the Department's Records Management policy and procedures
- uploads information from the Student Health Care Summary and documented plans and emergency response plans into the Medical Details (staff only) section of the School Information System (SIS), unless the parent specifies that the information is not to be shared
- retains signed, hard copies of all documentation including immunisation records on the student's school file
- reviews all student health records annually or when the student's health needs change (whichever occurs first)
- manages confidentiality of student health information including creating a confidential student file (staff only) as required for psychologists' reports and risk management plans.

Confidentiality

Students' health information is confidential. The principal may share student health information if:

- parents or students who are independent minors provide consent
- there is an imminent threat to the student, for example, potential suicide
- there is a specific agreement in place for sharing health information, for example, there is agreement that the Department will provide the Department of Health with student immunisation data (class lists and student immunisation status) to support school-based immunisation programs
- there is a legislative capacity or requirement to share the information, for example, mandatory reporting of child sexual abuse.

Student health records, such as documented plans and emergency response plans, belong to the school and may be shared with the community health nurse. Medical or clinical records, such as School Entry Health Assessment records and the HEADSS Adolescent Psychosocial Assessment, are confidential documents which are owned by the health service provider. In most routine circumstances, personal and health information contained in clinical records will not be disclosed to school staff, however, there are some circumstances when collaboration may be crucial to safeguard the welfare and safety of individuals.

Mandatory reporting of child sexual abuse

Principals and staff are required to report information relating to child sexual abuse under the Children and Community Services Act 2004 (WA). For further information, refer to the Child Protection in Department of Education Sites policy.