



Policy Name	Health & Medical Records Policy
Related Policies and Legislation	Anaphylaxis Management Policy & Procedure Asthma Policy First Aid Policy Illness Policy Medication Policy Privacy Act 2001
Policy Category	Student Wellbeing & Safety Staff Wellbeing & Safety
Relevant Audience	All Treetops Community
Date of Issue / Last Revision	25 October 2010 08 September 2016
Date Set for Review	September 2016
Person/s Responsible for Review	Treetops Administration

Health & Medical Records Policy

Purpose

To safeguard the privacy of our families while at the same time meeting our duty of care in relation to the health of our students and staff.

Student Health and Medical Records

1. All parents are required to fill out a “Student Health Record and Emergency Contact Sheet” on commencement of enrolment.
2. Parents of students with medical conditions must provide a copy of their Emergency Management Plan including descriptions of any situation which may require urgent action or specific medication.
3. All parents are required to update their children’s “Student Health Record and Emergency Contact Sheet” each year, or if information changes.
4. The “Student Health Record and Emergency Contact Sheet” and any Management Plans will be kept in the Administration Office in the Emergency Contact File and a copy distributed to teachers as appropriate.
5. As list of students with medical issues will be kept in a central location.

Staff Health and Medical Records:

1. All staff are required to complete the staff health record forms as requested by Human Resources, on commencement of employment.
2. Any staff with medical conditions must provide a copy of their Emergency Management Plan including descriptions of any situation which may require urgent action or specific medication.
3. All staff are required to update their staff health record forms, when anything changes.
4. Staff health record forms and any emergency management plans will be kept in individual staff files in Human Resources Office.

Please note:

In compliance with the Australian Privacy Principles (APP), which are contained in schedule 1 of the *Privacy Act 2001*, no medical details regarding any child enrolled, or any staff member employed, at the school may be released to persons or agencies outside the school without the express permission of the person concerned or their parent / guardian, in the instance of a student.