**Title**: **4300** **Student Health Records**

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|  | **4300 Student Health Records**We are committed to safeguarding the health and well-being of our students. The confidentiality, security, and proper management of student health records are essential to providing a safe and supportive environment where each student can thrive. In alignment with both best practices in education and Catholic values of dignity and respect, we have developed these guidelines for the storage, retention, and disposal of student health records. **1. Confidentiality and Privacy*** **Access Control:** Limit access to health records to authorized personnel (nurses, principals, counselors, etc.). Keep a log of who accesses the records.
* **Secure Storage:** Use locked physical storage for health records.
* **Retention of Consent Forms:** Any signed consent forms for medical care or sharing health information should be stored separately in a secured system, clearly identified, and easily accessible when needed.

**2. Retention Periods*** **Retention Duration:** Retain health records for a minimum period of 7 years after the student graduates or leaves the school. Some diocesan policies may recommend extending this, especially for records related to student well-being.
* **Review of Records:** Annually review the health records to ensure that outdated records are properly disposed of or archived.

**3. Access by Parents/Guardians*** **Parental Access:** In line with Catholic values of transparency, parents should be able to access health records when appropriate, unless doing so would violate privacy or endanger the child.
* **Documentation of Requests:** Any request for records by parents should be documented, including a brief note on why access is granted or denied.

**5. Disposal of Health Records****Physical Records:** Shred documents that are no longer needed to ensure confidentiality**6. Staff Training*** **Confidentiality Training:** Regularly train staff on confidentiality, privacy laws, and the school’s health record policies. Catholic school staff should understand the importance of safeguarding students' health records as part of the school’s responsibility to care for the dignity and well-being of students.
* **Emergency Protocols:** Ensure that staff are clear on procedures for releasing health information in an emergency (e.g., an off-campus field trip) and that this aligns with Catholic teachings on protecting life.

**7. Collaboration with External Medical Providers*** **Coordination with Healthcare Providers:** Have a clear policy in place for sharing records with external medical providers (with parental consent). This may include coordination with local hospitals or doctors' offices, particularly if they provide health services to students on school premises.
* **Confidentiality Agreements:** When working with outside providers, ensure they follow strict confidentiality agreements in line with Catholic values of respect for life and dignity.

See Attachment I for Access Log |