

CONFIDENTIALITY WITHIN THE MEDICAL ROOM

The Medical Room provides a safe environment where the school nurses can have private consultations with students and staff.

All consultations with the school nurses are treated as confidential. All records both written and electronic are kept securely and accessed by the school nurses only. However, secretarial staff may be given access to some medical information in order to prepare relevant documents and lists for the nursing staff. Some IT staff will also have access to confidential information. All staff that have access to medical information have a confidentiality clause written into their employment contract.

There are occasions when other members of staff need to be aware of a student's medical condition, for example in cases of severe allergies or asthma. Staff can access this information via Schoolbase.

If a pupil or member of staff is sent home by the nursing staff, for safety reasons they must inform the head or the head of Fairseat, the deputy head, the office and any other relevant staff, but without divulging any confidential medical details.

If requested, names and times of people having consultations with the nurse may be given to senior management, but without any confidential medical information including the reason for the consultation.

The nurses will meet with senior teachers/ managers on a regular basis to discuss pastoral concerns of any pupils. It is recognised that although it is desirable for teaching/pastoral staff to be aware of any social issues, nurses are still bound by their code of confidentiality, and must be mindful of this when sharing information.

If the nurse feels that a pupil has raised an issue where they would benefit from support from their teachers or parents, they will strongly encourage them to give consent for the nurse to discuss it and also for the pupils themselves to be open with their parents, with support if necessary.

If the nurse feels it is in the child's best interest to breach their confidentiality, for example in cases of child abuse or serious bullying, then they must inform the pupil prior to disclosing any confidential information to other staff or parents. The nurse must be aware that she may need to justify these actions at a later date to the NMC and/or a court of law.

This policy is written with guidance on confidentiality from the Nursing and Midwifery Council (The Code, 2015), as well as DoFE guidelines; Working Together to Safeguard Children (March 2015) and Keeping Children Safe in Education (March 2015)

Mrs Tas Franklin
Senior Nurse
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