

Standard Operating Procedure (SOP)

Student Medical Information and Emergency Contact Documentation

This SOP details the procedures for managing **student medical information and emergency contact documentation**, including the collection, storage, confidentiality, and regular updating of medical records and emergency contacts. It ensures that accurate and accessible health information is available to staff during emergencies, supports timely medical intervention, and complies with privacy regulations to safeguard student well-being.

1. Purpose

To ensure that student medical information and emergency contact records are collected, managed, and maintained securely and in compliance with privacy laws, enabling swift response in emergency situations.

2. Scope

This SOP applies to all staff responsible for collecting, processing, accessing, or updating student medical records and emergency contact details.

3. Definitions

- **Medical Information:** Any data relating to a student's health status, allergies, medication, or special medical requirements.
- **Emergency Contact:** Designated individual(s) to be contacted in case of a student emergency.
- **Confidentiality:** The obligation to protect student information from unauthorized access or disclosure.

4. Responsibilities

Role	Responsibility
Registrar/Admissions Staff	Collect and verify student medical and emergency contact forms during enrollment.
School Nurse/Health Officer	Review medical records, manage sensitive health data, and ensure records are up-to-date.
Data Protection Officer	Monitor compliance with privacy regulations and data handling procedures.
Teachers & Relevant Staff	Access essential student medical/emergency information as needed during activities and emergencies.

5. Procedure

1. **Collection**
 - Distribute medical and emergency contact forms at enrollment and annually thereafter.
 - Ensure parents/guardians complete, sign, and submit forms by the specified deadline.
 - Collect updated information whenever notified of changes by parents/guardians.
2. **Verification & Entry**
 - Verify forms for completeness and accuracy upon submission.
 - Enter data into secure student information management system.
3. **Storage & Security**
 - Store physical forms in locked cabinets; restrict access to authorized personnel only.
 - Protect digital records with encryption, password protection, and access controls.
4. **Confidentiality**
 - Ensure all staff with access receive confidentiality training annually.
 - Limit sharing of information to personnel with legitimate educational interest or in emergencies.
5. **Updating Records**
 - Promptly update records when parents/guardians provide new or corrected information.
 - Conduct annual reviews to confirm data accuracy.
6. **Access During Emergencies**
 - Ensure critical medical information and emergency contacts are accessible to staff during school hours, trips, or activities.

- Document any access in an access log for audit purposes.

7. Destruction of Records

- Safely destroy obsolete records following data retention policies using shredding or secure digital deletion.

6. Compliance

- Adhere to applicable local and national data protection laws (e.g., FERPA, GDPR).
- Report any breaches or unauthorized access immediately to the Data Protection Officer.

7. Review and Revision

This SOP will be reviewed annually or as required due to regulatory or procedural changes.

8. Attachments & Forms

- Student Medical Information Form
- Emergency Contact Form
- Confidentiality Agreement
- Incident Access Log Template