



UPPER GRAND DISTRICT SCHOOL BOARD

CONSENT AND PRIVACY PROCEDURES FOR HEALTH INFORMATION CUSTODIANS (HIC): Child and Youth Counsellors, Counselling and Attendance Staff, Psychological Services Consultants, and Speech-Language Pathologists.

Preamble: Following the passing in November of 2004 of the Personal Health Information Protection Act (PHIPA), it is now mandatory to ensure that clients (parents/children over the age of 12) understand how the confidentiality of their health information is protected. **It is critical to understand that this Act supercedes the Education Act.**

Procedure	Speech-Language & Psychology	Child & Youth Counsellors Counselling & Attendance
Referral	<p>Discuss student needs at the Consultant Support Team (CST)</p> <p>If team decides the referral is appropriate, consultant supplies the necessary consent and Privacy Statement Sheets</p> <p>This is exactly the same as the procedures currently in effect except that an additional sheet, the Privacy Statement is sent home</p>	<p>Discuss student needs at the In School Team (IST)</p> <p>If the team decides this is an appropriate referral then the Counselling & Attendance Staff (C&A) or Child & Youth Counsellor (CYC) provides the necessary consent and Privacy Statement</p>
Parent Contact by School	<p>Principal signs the consent form and then s/he or designate contacts the parent(s) and asks if they would like the service and if they are in agreement tells them that the forms will be sent home and that the consultant will contact them</p>	<p>Principal signs the consent form and then s/he or designate contacts the parent(s) and asks if they would like the service. If they are in agreement tells them that the forms will be sent home and that the CYC or the Principal informs them. If counselling is being offered and the child is 12 or older, the child must first give consent. While parental/guardian consent is preferred, it is not required.</p>
Parent Contact by HIC	<p>Consultant contacts the parent and explains the service being offered, obtains informed consent and explains the privacy procedures</p> <p>Contact may be by telephone or by an interview arranged by the school as determined by the consultant</p>	<p>Consultant contacts the child (if over 12 and counselling is being provided) and/or parent and explains the service being offered, obtains informed consent and explains the privacy procedures</p> <p>Contact to parent may be by telephone or by an interview arranged by the school as determined by the CYC or C & A Staff</p>
Service Delivery by HIC	NO SERVICE CAN BE PROVIDED TO STUDENTS UNLESS THIS PROCEDURE HAS BEEN FOLLOWED	NO SERVICE CAN BE PROVIDED TO STUDENTS UNLESS THIS PROCEDURE HAS BEEN FOLLOWED
Emergency	<p>In the case of an emergency, a student can be seen for one contact only and after that written consent must be obtained</p>	<p>In the case of an emergency, a student can be seen for one contact only and after that written consent must be obtained</p>