

CONSENT FOR EMAIL CONTACT AND RELEASE OF RECORDS
2011 / 2012



July 2011

Dear Parents,

Shawnigan Lake School is always cognizant of its responsibilities, under both Federal and Provincial Privacy Laws, to safeguard the privacy of the personal information of its students, parents and staff. There are two specific areas where sharing of medical information is impacted. Please read the information below and return the consents on the reverse of this letter to Shawnigan Lake School with your preferences clearly identified.

1. There are instances when we may not be able to contact you by telephone (or you us) in a timely fashion and diagnoses or other information concerning your child needs to be communicated. There is no question that e-mail is a fast and simple way of exchanging information and provides a written record. (Please see consent)
2. There may be occasions when, for the safety of students and staff, we are asked to release student immunization records to the Public Health Department of the Vancouver Island Health Authority. An example of this need arising would be if there was an outbreak of a communicable disease e.g. Meningitis, measles etc. within our local community and an urgent immunization campaign was undertaken to protect students/staff at risk. In order to comply with such a request the School is required to obtain your consent for release of records, only those records that specifically pertain to the identified risk would be shared. (Please see consent)

Thank you in advance for your co-operation.

Heather Craib RN,
Student Health Coordinator