

Completion of Health Records

- A. The **Patient Record Card** must contain the following:
- Guardian or parent's name
 - Patient/ child's full name
 - Child's date of birth
 - Full postal address & telephone numbers
- B. Medical and other information that must be on Card:
- Date and time patient seen
 - Well assessment
 - Patient history; particular care re allergy and immunity
 - Name of vaccine given, where administered, the dose given, inclusion of manufacturers lot numbers and expiry date
 - Writing must be clearly legible

The patient/parent/carer will indicate on the yellow record card whether they want details of their immunisation programme passed on to their GP upon completion of the programme (tick box on back page).

If the patient/parent/carer does not give consent, they keep the yellow record card so that they have it for future reference.

Privacy and Dignity Policy

1. The clinic provides access for people of different cultural and ethnic backgrounds, those with physical, sensory or learning disabilities (there is a ramp and an alternative access route for wheelchair users)
2. The clinic respects the privacy, dignity and confidentiality of all patients and their parents/carers at all times and all consultations are carried out in private consulting rooms
3. At no time is any information about the patient or parent/carer given to any other healthcare establishment, professional or third party without the express written permission of the patient/parent/carer