

Accessing your child's records

By law children, young people, their parents and representatives have a right to apply for access to Health and Social Care records under the Data Protection Act (1998). If you wish to request access to your child's Health and Social Care records held by Children's Hospice, an application form must be completed. Application forms can be requested from the Director of Children & Young People's Services.

Requests for access to your child's records will be processed within 40 days of receiving all necessary information including the application form. There is no fee for requesting a copy of records. However in a legal matter a fee will be charged to a solicitor or other professional bodies acting on behalf of you or your child.

Through the Human Rights Act (1998), if your child is over 12 years of age and deemed competent, they must give signed consent for you to access their records. They also have the right to deny access to their records. If your child meets this criteria, any requests for access to records will be considered on an individual basis.

Northern Ireland Children's Hospice

Northern Ireland Children's Hospice cares for over 250 children, young people and their families living in Northern Ireland. Care is provided in the two Children's Hospice buildings; Horizon House in Newtownabbey and Horizon West in Fermanagh. Care is also provided in the family home. We are a nurse led service who work with local GP's and Health and Social Care Trusts to ensure that specialist care is provided to the families who rely on our services.

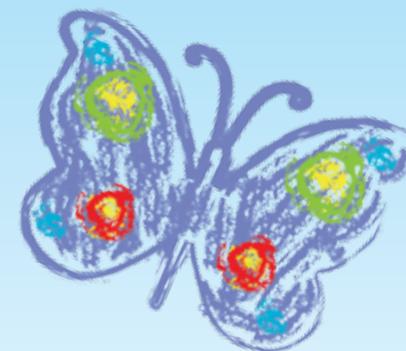
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Looking after your child's records



Northern
Ireland
**Children's
Hospice**

Your child's records

It's important that we have all the information we need to look after your child properly. This helps us to provide the care they need. We keep your child's information in their care plan and it is updated every time they use our service.

Our legal responsibilities for storing your child's records

We are required by law to keep your child's information confidential under the Data Protection Act (1998). This means that you have the right to see the information we keep on your child but access by other people is restricted. We will ensure that access to your child's records will only be given to people who need to see them in order to care for your child.



Sharing your child's records with others

Sometimes, for the purpose of your child's care needs we may need to share their records with others, for example:

- The Regulation and Quality Improvement Authority
- Your child's GP
- Hospitals
- Social services

If we need to share your child's information, there is a policy that guides how we do this. You will always be kept informed when your child's information is shared.

Sharing your child's records for learning purposes

We often have nursing and social care students on training programmes with us and we aim to ensure that their learning needs are met. As part of their learning, students may review and record in your child's notes. If you are concerned about this, please speak to the Nurse in Charge.

Students or staff members may also carry out research studies and ask to access your child's records. We will always ask your permission before this takes place.



Photographs

When taking photographs:

- We will ask your permission before taking photographs of your child
- Photographs will be stored securely
- Any photographs we take of your child can be copied onto a disk for you to keep
- We will never use photographs of your child without your consent
- We ask that you do not take any photographs or videos of other children and young people who use Children's Hospice services without their permission

