

# MSA-West Academy Health Center

## SCHOOL-BASED HEALTH CENTERS POLICIES AND PROCEDURES

### Consent for Care

#### POLICY STATEMENT

The SBHC will require a completed application/enrollment packet to enroll a student in the SBHC. Annually a consent form must be signed by the student's parent/guardian.

#### PROCEDURE

Parents must complete a onetime application/enrollment packet to register their child to receive services at the SBHC. Each year the parent must sign a consent form to indicate their desire for their child to continue to receive services. It is not necessary for the parent to complete the application/enrollment packet annually. Annual signatures are required for the following: Consent to receive services, HIPAA, LAHIE, State law prohibiting counseling or advocating abortion, Confidentiality and No fee for services. Sponsors may elect to have consent forms signed less frequently than annually; however, this must be documented in writing by the sponsor's legal counsel.

SBHCs may request annual health updates in writing. A sample annual update/consent form follows this policy.

All minor children, prior to receiving services, must have a current (at least annual) parent consent form on file, with the following exceptions: \*

1. Patients with a life or limb-threatening emergency or mental health emergency. Attempts will be made to contact parents at once.
2. Patients requesting diagnosis and treatment for sexually transmitted diseases.
3. HIV counseling and testing.
4. Patients requesting substance abuse services.
5. Patients who are legally emancipated\*, including anyone 18 or older, married, on active duty in the Armed Forces, by court order, or in the presence of a law officer, in which case the parents cannot be promptly located.

In all the above cases, the student can be seen one time and for follow-up for the above conditions without consent. **Before any other type of care is provided**, a signed consent form is required.

If a patient requests treatment for an acute medical condition and does not have a signed consent on file, treatment for that illness can be provided for **one** visit when the parent or guardian is contacted by phone and verbal consent is given, witnessed by two

staff persons over the speaker phone. Verbal consent must be recorded in the medical record.

If the parent or guardian cannot be contacted, treatment cannot be provided. The student should be referred to their family doctor or emergency room.

All parent consent forms remain part of the permanent medical record.

Consent forms with questionable signatures may be rejected at the discretion of the SBHC staff.

Parents or guardians may withdraw consent at any time either verbally or in writing. Parent or guardian is defined as:

- Either natural or adoptive parent.
- In case of divorce, the parent with legal custody, or non-custodial parent if the other is unavailable. If there is no court order, either parent can consent.
- Foster parents may give consent for their dependents but must produce a signed document from the natural parents or court.
- Stepparents, grandparents, and other relatives may not give consent unless they can produce a document showing that they have legal custody.

Approval: \_\_\_\_\_

Date: \_\_\_\_\_