

Releasing Information to School About Safety Planning (Youth)

Mental health recovery takes a team. Sharing information about your recent mental health situation with a health professional at your school can help them work with you to provide the safety, support, and care you need after going home.

Your Rights

By law, your health information must be kept **confidential**, or private. In most cases, the only people who have the right to access to your health information are:

- You
- Your parent or guardian
- Your care team (ex. the doctors, nurses, and health care staff involved in your care)

Benefits

Sharing information about your current mental health with someone at your school can **help them work with you to understand what you need and make a plan of care** in this important and critical time. The information shared will be limited to:

- Actions they can take to support your safety, recovery, and wellbeing.
- What is working to benefit your mental health.
- Your safety plan if a safety plan has been made.

Consent to Share Information

If you are under the age of 18, your parent/guardian must agree, or **consent**, to share your health information with people outside of your direct care team. These people must also keep your health information **confidential**. If you are age 18 or over, you have the right as an adult to agree to release your health information.

How to Give Consent

You and your parent/guardian can start the consent process by **signing an authorization form**. If you are age 18 or over, you can sign the authorization form for yourself. This form is available from hospital staff and should be completed before you leave the hospital (**or discharge**).

School Staff Who Can Access Shared Information

Only a specific school health worker, such as a school nurse, social worker, or psychologist, will be allowed to access it. They will only be able to see details needed to help them work with you to create a plan of care to support your safety and health. Their access will be **limited** to a period of 90 days.

This person will not share your health information with teachers or any other school staff. However, if you would like one of your teachers or another adult at school to help with your safety and care planning you may give the school health worker permission.

What Happens Next

After consent, you and your parent/guardian can expect to hear from someone from your school to discuss next steps for your care as you return to school.

To Learn More

Use the link or QR codes to learn more.

<https://www.dhs.wisconsin.gov/clientrights/minors-records.htm>

<https://www.uwhealth.org/patientrecords>



Your health care team may have given you this information as part of your care. If so, please use it and call if you have any questions. If this information was not given to you as part of your care, please check with your doctor. This is not medical advice. This is not to be used for diagnosis or treatment of any medical condition. Because each person's health needs are different, you should talk with your doctor or others on your health care team when using this information. If you have an emergency, please call 911. Copyright © 9/2023 University of Wisconsin Hospitals and Clinics Authority. All rights reserved. Produced by the Department of Nursing HF#8302.