

13/12/2019

Expiration Reminder at Kalinda Primary School

What is Expiration Reminder (www.expirationreminder.net)?

Our school uses Expiration Reminder for the following purposes: to track, remind, organise and update expiration dates of the following:

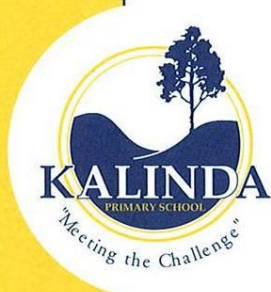
- Student medications stored in the Sickbay
- Student Action Plans (Allergy, Asthma, Anaphylaxis, Epilepsy, Diabetes, etc.)
- Medication Authority Forms
- Student Health Support Plans and all supplementary documents
- General First Aid Stock
- Staff Training

It enables administrative staff to automatically remind parents/guardians/carers of upcoming expiry dates related only to their children. This is via email and SMS, and allows for clear communication and engagement with parents, guardians and carers about their student's medical documentation maintenance.

The benefits of using Expiration Reminder (www.expirationreminder.net) are we are able to keep a current, accurate log of all listed items and ensure that your student's health information is updated and accurate. The program enables us to send automated reminders directly to your email and SMS, giving you time to, if necessary, book and attend medical appointments, fill prescriptions and provide the school with updated documentation and medication.

Our school collects, uses, discloses and stores student and parent information on this online service for these purposes and where permitted by law. Where appropriate, school staff or service providers may access information in this online service for permitted purposes. For example, when the service provider provides technical support.

Please click this link to read important information surrounding privacy information: [privacy information for parents and carers](#). For more information about how our school handles personal information, please see the Schools' Privacy Policy at: https://www.kalinda.vic.edu.au/uploaded_files/media/schoolsprivacypolicyenglish.pdf



What information will be used?

The following information about students and parents will be used in this online service:

- Student details: Student Full Name, Student Year Level, limited Student Health and Welfare Information
- Parent/Carer/Guardian details: Full Names, Email addresses, Mobile phone numbers

How do we protect personal and other information?

Victorian privacy laws require schools to handle personal and health information in accordance with the appropriate principles such as the [Information Privacy Principles](#). Our school take steps to ensure data is securely handled, such as: Privacy Impact Assessments and Two-Factor Authentication.

What content and materials will be shared through the online services?

No personally identifiable documents will be stored on this service. The information provided is limited to the student's full name, year level, and limited Student Health and Welfare Information, i.e. types of Student Action Plans (Allergy, Anaphylaxis, Asthma, Epilepsy, Diabetes, etc.) and their expiry dates; name of student medications and their expiry dates; expiry dates of Medication Authority Forms, Student Health Support Plans and all supplementary documents.

What school policies and support apply to these services?

The following school policies and documents apply: Schools' Privacy Policy. These will be used to inform the school community on acceptable behaviours. Our school policies are available from: <https://www.kalinda.vic.edu.au/page/65/Policies>

What if I do not want to participate?

Please consider the benefits of this online service as we use it to support and enhance our student administration, accountability and integrity as a school. We have taken steps to ensure that your child's information is handled appropriately and securely.

If you wish to request access to you or your child's information, or have any questions, please do not hesitate to contact the school.

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