

St.Andrew's Medical Centre

1. CHILDREN under 16 years old - GMS1 Medical Registration Form

A separate form must be completed for each family member.

Your NHS number is required to trace your previous medical records (this can be obtained from your previous GP).

Please provide a copy of one proof of ID; (Red Book, Passport or Birth Certificate).

Please complete all pages in FULL using BLOCK capitals - circle or tick boxes as appropriate.

Child's details

NHS Number	
Surname	
First Names (in full)	
Previous Surnames	
Date of birth (day/month/year)	

Title/Gender (circle)	Mr	Mrs	Miss	Ms	Dr	Other:	Male	Female
Town & Country of birth								
Current address								
Town					Post code			
Telephone number					Mobile			
Email address								
Your first language					Need a translator? (circle)	Yes	No	

Parent or Guardian details

Mothers name	
Mothers mobile	
Mothers address (If different to above)	
Fathers name	
Fathers mobile	
Email address	
Fathers address (If different to above)	
Guardian/Fosterers Name and Contact details	

Please help us trace your child's medical records by providing the following information

Your previous address in UK (If you are coming from abroad please see page 2)			
	Town		Post code
Name and Address of your previous Doctor/Surgery while at your previous address			
	Town		Post code
Where did you last receive treatment? i.e. GP, Walk in Centre, MIU, Emergency Department etc.		Date (day/month/year)	
What was the outcome of this visit? e.g. prescription			

If you are from abroad

Your first UK address where Registered with a GP			
	Town		Post code
If previously resident in UK date of leaving (day/month/year)			
Date you first came to live in UK (day/month/year)			

Patient declaration for all patients who are not ordinarily resident in the UK

Note: Ordinarily resident means that you are settled in the UK for a period of 3 months or more.

If you are not ordinarily resident please ask reception for a supplementary questionnaire to complete.

If you are returning from the Armed Forces

Address before enlisting			
	Town		Post code
Enlistment date (day/month/year)		Date of leaving (day/month/year)	

NHS Blood and Organ Donor registration

For children up to the age of 16 years parental consent is required to register on the NHS Organ or Blood Donor register. Please visit the website www.uktransplant.org.uk or telephone 0300 123 23 23 for further information.

Please tell us about your child

Please tick if you wish the child above to be registered with St Andrews Medical Centre for Child Health Surveillance (*only for children under the age of 5*).

Your child's personal medical history

Has your child ever suffered from any important medical illness, operations or admissions to hospital? If so please enter details below and circle Yes or No.

Condition	Year diagnosed	Ongoing
		Yes/No
		Yes/No
		Yes/No

Family history

Have any close relatives ever suffered from any of the following: (*please circle below, if 'Yes' then enter which family member (father, mother, sister, brother only) and age that they were diagnosed*).

	Heart attack	Stroke	Diabetes	High blood pressure	Asthma	Cancer (add location if known)
	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
Family Member?						
Age when they were diagnosed?						

Allergies

Please list any allergies your child may have to any drugs/medication/food or other:

Name of medication/food/other	What was the problem or upset?

List of current medication

If you have a copy of your child's repeat medications, please pass to Reception to copy or list on a separate sheet.

Name of medication	dosage

immunisation history

Please provide details of your child's immunisations; either by supplying your Red Book to Reception to photocopy or by completing the form below.

If you need any information about the immunisations below, please ask Reception.

Age due	Diseases protected against	Date immunisation given
Eight weeks old	Diphtheria, tetanus, pertussis (whooping cough), polio and haemophilus influenza type b (Hib)	
	Pneumococcal (13 serotypes)	
	Rotavirus gastroenteritis	
	Rotavirus gastroenteritis	
Twelve weeks old	Diphtheria, tetanus, pertussis (whooping cough), polio and Hib	
	Rotavirus	
Sixteen weeks old	Diphtheria, tetanus, pertussis (whooping cough), polio and Hib	
	Pneumococcal (13 serotype)	
	Measles, mumps and rubella (German measles)	
	Men B	
Two to seven years old (including children in school years 1, 2 and 3)	Influenza (each year from September)	
Three years four months old Pre-School Booster	Diphtheria, tetanus, pertussis (whooping cough), polio	
Girls aged 12 to 13 years	Cervical cancer caused by human papillomavirus (HPV) types 16 and 18 (and genital warts caused by types 6 and 11)	
Fourteen years old (school year 9)	Tetanus, diphtheria and polio	
	Meningococcal groups A, C, W and Y disease	

Ethnicity

Please indicate your child's ethnic origin by ticking box.

British		Irish		African		Caribbean	
Indian		Pakistani		Bangladeshi		Chinese	
Other				Decline to state			

Accessibility

Does your child have any special communication needs? (circle)						Yes	No
If 'Yes'	Sign Language		Large Print		Other		
Do you need any additional help or an interpreter when visiting the surgery? (circle)						Yes	No
If 'Yes' describe							

Data sharing consent choices

We can share your child's medical information (allergies and medication) with other NHS health professionals (eg NHS 111). We recommend this sharing service as it helps with the continuity of your medical care in an emergency.

If you wish to **OPT OUT** of sharing this medical information tick below.

I do not want to share my child's medical information with other NHS healthcare professionals	<input type="checkbox"/>
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Signature for registration

I confirm that the information I have provided is true to the best of my knowledge.

Signed		Date (day/month/year)	
Is signature of patient?	Yes/No		
Is signature on behalf of patient?	Yes/No	Please state relationship to patient	

What is a privacy notice?

A privacy notice helps your doctor's surgery tell you how it uses information it has about you, like your name, address, date of birth and all of the notes the doctor or nurse makes about you in your healthcare record.

Why do we need one?

Your doctor's surgery needs a privacy notice to make sure it meets the legal requirements which are written in a new document called the General Data Protection Regulation (or GDPR for short).

What is the GDPR?

What a great question! The GDPR is a new document that helps your doctor's surgery keep the information about you secure. It's new and will be introduced on the 25th May 2018, making sure that your doctor, nurse and any other staff at the practice follow the rules and keep your information safe.

How do you know about our privacy notice?

At your surgery, we have posters in our waiting room and leaflets to give to children and adults and we also have lots of information about privacy on our website, telling you how we use the information we have about you.

What information do we collect about you?

Don't worry; we only collect the information we need to help us keep you healthy – such as your name, address, information about your parents or guardians, records of appointments, visits, telephone calls, your health record, treatment and medicines, test results, X-rays and any other information to enable us to care for you.

How do we use your information?

Another great question! Your information is taken to help us provide your care. But we might need to share this information with other medical teams, such as hospitals, if you need to be seen by a special doctor or sent for an X-ray. Your doctor's surgery may be asked to help with exciting medical research; but don't worry, we will always ask you, or your parents or adults with parental responsibility, if it's okay to share your information.

How do we keep your information private?

Well, your doctor's surgery knows that it is very important to protect the information we have about you. We make sure we follow the rules that are written in the GDPR and other important rule books.

What if I've got a long-term medical problem?

If you have a long-term medical problem then we know it is important to make sure your information is shared with other healthcare workers to help them help you, making sure you get the care you need when you need it!

Don't want to share?

All of our patients, no matter what their age, can say that they don't want to share their information. If you're under 16 this is something which your parents or adults with parental responsibility will have to decide. They can get more information from a member of staff at the surgery, who can also explain what this means to you.

How do I access my records?

Remember we told you about the GDPR? Well, if you want to see what is written about you, you have a right to access the information we hold about you, but you will need to complete a Subject Access Request (SAR). Your parents or adults with parental responsibility will do this on your behalf if you're under 16. But if you are over 12, you may be classed as being competent and you may be able to do this yourself.

What do I do if I have a question?

If you have any questions, ask a member of the surgery team or your parents or adults with parental responsibility. You can:

Contact the practice's data controller via email at **standrews.mc@nhs.net**

1. GP practices are data controllers for the data they hold about their patients¹
2. Write to the data controller at St Andrews Medical Centre, Pinewood Gardens, Southborough, Tunbridge Wells, Kent, TN4 0LZ
3. Ask to speak to the Practice Manager Sue Saunders or the Business Manager Tanya Shaw

The Data Protection Officer (DPO) for St Andrews Medical Centre is yet to be advised and he/she is based at West Kent CCG.

What to do if you're not happy about how we manage your information

We really want to make sure you're happy, but we understand that sometimes things can go wrong. If you or your parents or adults with parental responsibility are unhappy with any part of our data-processing methods, you can complain. For more information, visit ico.org.uk and select 'Raising a concern'.

We always make sure the information we give you is up to date. Any updates will be published on our website, in our newsletter and leaflets, and on our posters.

This policy will be reviewed on 2nd May 2019.