



College / High School

Information sheet / School year 2024 – 2025

Circular letter to all parents or legal guardians of students attending middle school and high school.

Dear parents, dear legal guardians,

In the interest of your child, it is important that the teachers concerned and the School Health Care Service are informed of **your child's health issues requiring a special supervision at school**. For this reason, we kindly ask you to complete the enclosed **information sheet** and **hand it over** to the class teacher during the first days after the beginning of the school year.

The School will forward the information sheet to the School Health Care Service and they will collaborate in setting up appropriate support if required.

Please accept our sincere thanks for your valuable collaboration and feel free to contact the School Health Care Service for any further information.

Division de la médecine scolaire
et de la santé des enfants et adolescents



INFORMATION SHEET 2024-2025

College / High School

For the homeroom teacher / parent / guardian

School:

Grade:

Homeroom teacher:

Has your child any health issue which should be monitored by the school community?

No → **if not, please sign below.**

Yes → If yes, we ask you please to **complete** this information sheet and hand it over to the homeroom teacher as soon as possible.

Student

Social security number

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Name:

First name:

Address (student):

Parent / legal guardian

Name:

First name:



@ E-mail:

1. Chronic disease(s), disability(ies)

Diabetes → medical treatment

Epilepsy → medical treatment

Heart disease / specify which one →

→ medical treatment

Asthma → medical treatment

Allergy / specify which one →

Risk of anaphylactic shock Yes No

Behavioral disorders / learning disabilities

→ medical treatment / special needs.....

Physical or mental disability →

Other disease → specify which one

Attending physician (Name and phone)

2. Necessity of medical treatment / follow-up during schooltime?

No Yes → which one

If so, join a certificate

3. Does a PAI exist (Projet d'accueil individualisé, cfr www.quichet.lu)?

No Yes → specify PAI for

If a PAI does exist, is there an emergency kit at school in his / her schoolbag

4. Are there any sports activities forbidden by the attended physician?

No Yes → which one

If so, hand in a certificate to the school especially to the PE teacher.

Date and signature of the parent / legal guardian



Data protection notice

In the context of the medico-social surveillance of students attending secondary schools in the Grand Duchy of Luxembourg, the *Division de la médecine scolaire et de la santé des enfants et adolescents* collects and processes the personal data of students and, where applicable, their legal representatives in order to be able to:

- organize medical examinations, including the social component;
- carry out medical examinations, produce the related reports and ensure their follow-up.

The *Division de la médecine scolaire et de la santé des enfants et adolescents* also produces anonymous statistics in order to be able to evaluate its activity and the state of health of the students.

The personal data processed by the *Division de la médecine scolaire et de la santé des enfants et adolescents* are as follows:

1.) Information sheet:

- Identification data (e.g. last name, first name, address, telephone number, e-mail address);
- Identification data issued by public services (e.g. social security number);
- Health data (e.g. medical background, anamnesis);
- Identity of the referring physician;
- Individualized care measures, if any.

2.) Medical questionnaire:

- Student identification data (e.g. last name, first name, address);
- Parents identification data (e.g. last name, first name, e-mail address and telephone number);
- Identification data issued by public services (e.g. social security number);
- Health data (e.g. medical background, anamnesis);
- Immunization status data;
- Identity of the referring physician.

In addition, the *Division de la médecine scolaire et de la santé des enfants et adolescents* also receives administrative data from the *Ministère de l'Éducation nationale, de l'Enfance et de la Jeunesse* to ensure the accuracy of the data in case of changes e.g. change of school.

The *Division de la médecine scolaire et de la santé des enfants et adolescents* carries out screening activities on the basis of:

- *la loi modifiée du 21 novembre 1980 portant organisation de la Direction de la santé ;*
- *la loi du 2 décembre 1987 portant réglementation de la médecine scolaire ;*
- *la loi du 18 mars 2013 relative aux traitements de données à caractère personnel concernant les élèves ;*
- *le règlement grand-ducal du 24 octobre 2011 déterminant le contenu et la fréquence des mesures et examens de médecine scolaire et le fonctionnement de l'équipe médico-socio-scolaire.*



As a result of the planned examination by the School Health Team, the *Division de la médecine scolaire et de la santé des enfants et adolescents* has the necessity to collect the listed data because, without them, it will not be able to carry out the examination and the medical follow-up of the student.

The *Division de la médecine scolaire et de la santé des enfants et adolescents* may transfer some personal data to the following recipients:

- the *Service psycho-social et d'accompagnement scolaires (SePAS)* of the school, in the event of a problem, as the school support service provides assistance to the student in the school environment;
- the *Commission d'Inclusion Scolaire (CIS)*, either at the request of the parents or the school director, in charge of defining the measures for student or young people with special educational needs;
- the *Centre des technologies de l'information de l'État (CTIE)* as it is the IT supplier of the *Division de la médecine scolaire et de la santé des enfants et adolescents*.

The *Division de la médecine scolaire et de la santé des enfants et adolescents* keeps personal data for no longer than necessary for the purposes for which it is processed, in accordance with its legal obligations. The *Division de la médecine scolaire et de la santé des enfants et adolescents* thus keeps the personal data for a period of 10 years from the last medical examination.

Each natural person whose data is processed has the right to request access to his/her personal data and to obtain a copy of it, as well as, in the event that the personal data is incomplete or erroneous, to have it rectified. They also have the right to limit the processing of their personal data, the right to object to their use and the right to obtain their deletion, under the conditions and within the limits provided for by the General Data Protection Regulation.

It is possible to request the exercise of the rights listed above by submitting a written and signed request, with proof of identity, to the *Direction de la santé* at info_donnees@ms.etat.lu or 13a, rue de Bitbourg, L-1273 Luxembourg.

It is also possible to submit a complaint with the *Commission nationale pour la protection des données* by mail at the following address: 15, boulevard du Jazz, L - 4370 Belvaux or by completing the online form available on the CNPD website in the Individuals -> Asserting your rights section.