



## Kindergarden / Elementary school

### Information sheet / School year 2023 – 2024

*Circular letter to all parents or legal guardians of children attending kindergarden or elementary school.*

**Dear parents, dear legal guardians,**

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

The form will be transmitted to the School Health Care Service, which, if necessary, will inform your child's teachers and educators and collaborate in setting up appropriate support.  
Feel free to contact the School Health Care Service for any further information.

Thank you for your valuable cooperation

Dr Silvana Masi  
Médecin pédiatre



# INFORMATION SHEET 2023-2024

Kindergarden & Elementary school

*For the class teacher*

Locality: .....

Building: .....

Grade: .....

Class: .....

## Student

Social security number

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Name: .....

First name: .....

Address (Student): .....

.....

## Parent / Legal guardian

Name: .....

First name: .....

 .....

@ E-mail: .....

Does your child have any health problem, which should be monitored at school or at Day Care?

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.

### 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 number):

.....

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

No  Yes → which one .....

*If so, join a medical certificate*

### 3. Does a PAI exist (Projet d'accueil individualisé, cfr [www.quichet.lu](http://www.quichet.lu))?

No  Yes → specify PAI for .....

If a PAI does exist, is there an emergency kit?  at school  in the school bag

### 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 legal guardian .....



## Data protection notice

In the context of the medico-social surveillance of schoolchildren attending basic education establishments in the Grand Duchy of Luxembourg, the *Ligue médico-sociale*, under the responsibility of the *Division de la médecine scolaire et de la santé des enfants et adolescents*, and the communal School Health Services collect and process the personal data of the pupils 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 *Ligue médico-sociale*, under the responsibility of the *Division de la médecine scolaire et de la santé des enfants et adolescents*, and the communal School Health Services also produce anonymous statistics in order to be able to evaluate their activities and the state of health of the schoolchildren.

The personal data processed by the *Ligue médico-sociale* under the responsibility of the *Division de la médecine scolaire et de la santé des enfants et adolescents*, and the communal School Health Services are as follows:

### 1.) Information sheet:

- Identification data (e.g. last name, first name, address, telephone number, e-mail address);
- Identification data issued by the 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);
- Parent 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 *Ligue médico-sociale* under the responsibility of 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 *Ligue médico-sociale*, under the responsibility of the *Division de la médecine scolaire et de la santé des enfants et adolescents*, and the communal School Health Services carry 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 *Ligue médico-sociale* under the responsibility of the *Division de la médecine scolaire et de la santé des enfants et adolescents*, and the communal School Health Services have the necessity to collect the listed data, because without them they will not be able to carry out the examination and the medical follow-up of the schoolchild.

The *Service audiophonologique* and *Service d'orthoptie*, which are part of the School Health Team, are also involved in the monitoring of pupils in the first cycle of basic education, through vision control (visual assessment) and hearing control (auditory assessment). To this end, these services also collect and process the personal data required to carry out the assessments.

The *Ligue médico-sociale* under the responsibility of the *Division de la médecine scolaire et de la santé des enfants et adolescents*, as well as the communal School Health Services may transfer some personal data to the following recipients:

- the social worker of the municipality to take in charge the child in case of a high risk situation for his protection;
- the *Commission d'inclusion scolaire*, either at the request of the parents or the regional school director in charge of defining the measures for children or young people with special educational needs;
- the *Division de la médecine scolaire et de la santé des enfants et adolescents*, which is the recipient of the school health records of the communal School Health Services at the end of cycle 4.2.

The personal data is kept for no longer than is necessary for the purposes for which they are collected, in accordance with its legal obligations. The *Division de la médecine scolaire et de la santé des enfants et adolescents* keeps 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](mailto: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.