

Template letter requesting medical records on behalf of your child who is under 18

This template includes AvMA's notes to readers. This information is provided to assist you, please do not include these notes in the letter you send to the healthcare provider.



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patient safety and justice

AvMA is the charity for patient safety and justice. We provide specialist advice and support to people when things go wrong in healthcare and campaign to improve patient safety and justice.

For advice and information visit
www.avma.org.uk

Or call our helpline
*10am-3.30pm Monday-Friday
(03 calls cost no more than calls to geographic numbers (01 or 02) and must be included in inclusive minutes or there can be a cost per minute)*

0345 123 2352



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(299123) and Scotland (SCO39683)

Template letter requesting medical records on behalf of your child who is under 18

Name of GP/Healthcare provider

Address

Dear Sir/Madam

Subject access request

Full name and address of person for whom you are requesting records – NHS number – hospital number, if applicable

Please supply the data about **[Name of child]** that I am entitled to under data protection law relating to:

- their medical records held by you.

[AvMA note to reader: *Include the date range you are requesting records for.*

If you think you need the GP records you should write separately and directly to your child's GP for copies of their GP records. The hospital may have some letters from the GP for example, referral letters, they will not have all the correspondence or the GP's clinical entries].

- any specific records you are seeking [e.g. x-rays or real-time imaging such as ultrasound].

[AvMA note to reader: *Be as specific as possible about the records which are required for an initial investigation of the claim. For example, if the events leading up to the alleged negligence include an admission to hospital by way of the Accident and Emergency (A&E) department, immediately after which your child underwent surgery and then developed an infection in the post-operative period, the medical records you would probably need to request include: the A&E records (including nursing and clinical notes); operating records; anaesthetic records; daily nursing records including temperature, pulse and respiration charts and fluid balance charts; any laboratory reports, X-rays etc available in relation to the infection etc.]*

- any investigation reports [such as root cause analysis, serious investigation report or serious case report] which have been compiled in regard to **[name of child]**.
- Any relevant guidelines, protocols, policies in place at the time **[name of child]** was treated.

[AvMA note to reader: *you should also consider requesting any updates to those guidelines, protocols, policies especially if the allegation of negligence took place some time prior to your making a request for the medical records]*

- I also request an explanation of any medical terms or abbreviations which might be unintelligible to me.

Authority to request these records:

Please find enclosed original form of authority (www.avma.org.uk/guides) signed by **[name of child whose records you are requesting]** giving me permission to request their medical records.

[AvMA's note to reader: *If your child is 13 years plus and they have capacity, you should ask them to sign a form of authority confirming they give consent for you to access their records. Children aged 13 or older are usually considered to have the capacity to give or refuse consent to parents requesting access to their records]*

If your child is under 12 years of age you should replace this paragraph with words to the effect that "[Name of child] is a child aged under 12 for whom I have parental responsibility".

Details about the incident

[AvMA note to reader: *Under this heading you should set out brief information about the events you are concerned about to alert the healthcare provider to where an adverse outcome has been serious or has had serious consequences or may constitute a notifiable safety incident.]*

Copies of medical records

If you need any more data from me, or a fee, please let me know as soon as possible. It may be helpful for you to know that data protection law requires you to respond to a request for data within one calendar month. If you are unable to process this application within that time, then please write to me and let me know when I can expect to receive copies of these records.

If you do not normally deal with these requests, please pass this letter to your Data Protection Officer, or relevant staff member.

Yours faithfully

[Signature]

Name

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- Invitations to special events
- Share your thoughts on our work and policy issues

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action *against* medical accidents

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