



Authorising Health Professionals (Health Act S125) Procedure

Procedure Number
WCDHB-PG-0015

Version Nos:
3

1. Purpose

This Procedure is performed as a means of ensuring that health professionals are able to undertake medical examinations of children in schools and early childhood centres in accordance with in accordance with the requirements of Section 125 of the Health Act (1956).

2. Application

This Procedure is to be followed by all clinical staff throughout the West Coast District Health Board (WCDHB).

3. Definitions

There are no definitions associated with this Procedure.

4. Responsibilities

For the purposes of this Procedure:

the *Relevant Service Manager* is required to: oversee all aspects of this Procedure

the *Chief Executive Officer* (CEO) of the WCDHB (under the direction of the Director-General Of Health) is able to give written confirmation that health professionals employed by the WCDHB are able to undertake medical examinations of children in schools and early childhood centres in accordance with in accordance with the requirements of Section 125 of the Health Act (1956).

5. Resources Required

This Procedure requires:

- i) S125 Application Letter
- ii) WCDHB Confirmation Letter of S125 Authorisation
- iii) Ministry of Health Guidelines For The Use Of Powers Under S125 Health Act 1956

6. Process

- 1.00 Under S125 of the Health Act (1956) the Director-General of Health is able to empower health professionals to undertake medical examinations of children in schools and early childhood centres
- 1.01 The relevant Service Manager is responsible for ensuring that health professionals working in an environment which may require them to undertake medical examinations of children in schools and early childhood centres have a current authorisation to do so.
- 1.02 Where a health professional does not have a current authorisation, the relevant Service Manager is to apply in writing to the Director General of Health, using the S125 Application Letter.
- 1.03 Upon receipt of written confirmation that the authorisation has been granted, the relevant Service Manager is to arrange for the Chief Executive Officer to sign a WCDHB Confirmation Letter of S125 Authorisation for the health professional concerned.



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- 1.04 A copy of the signed WCDHB Confirmation Letter of S125 Authorisation is to be given to the health professional and a copy retained by the relevant Service Manager.
- 1.05 The relevant Service Manager is also to provide the health professional with a copy of the Ministry of Health Guidelines For The Use Of Powers Under S125 Health Act 1956.
- 1.06 Authorised health professionals are to retain with them the signed copy of the WCDHB Confirmation Letter of S125 Authorisation which they must produce when requested to do so.

7. Precautions And Considerations

- ➔ The relevant Service Manager is responsible for ensuring that health professionals working in an environment which may require them to undertake medical examinations of children in schools and early childhood centres have a current authorisation to do so.
- ➔ A copy of the signed WCDHB Confirmation Letter of S125 Authorisation is to be given to the health professional and a copy retained by the relevant Service Manager.

8. References

Health Act (1956)

9. Related Documents

WCDHB MHS Authorisation Letters For the Prescribing Of Methadone
S125 Application Letter
WCDHB Confirmation Letter of S125 Authorisation

Revision History	Version:	2
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	Authorised By:	Chief Executive Officer
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