

## HEALTH CARE NEEDS POLICY

### 1.0 INTRODUCTION

This Policy applies to Diocese of Sale Catholic Education Limited (**DOSCEL**) and to all of the primary and secondary Catholic schools it manages and operates in the Diocese of Sale in the State of Victoria (**schools**).

Schools have a responsibility to provide equitable access to education and respond to diverse student needs, including health care needs.

Research and evidence suggests intervention to address health care need(s) of students at early stages is critical to mitigate lifelong disadvantages, particularly for students in their early years.

### 2.0 PURPOSE

To ensure that schools provide appropriate support to students with health care needs. It also explains to parents, carers, staff and students the processes and procedures in place to support these students.

### 3.0 POLICY

#### 3.1 Student Health Support Planning

In order to provide appropriate support to students who may need medical care or assistance, a Student Health Support Plan will be prepared by the principal (or their delegate), in consultation with relevant school staff such as the First Aid Officer, in consultation with the student, their parents, guardians or carers and treating medical practitioners.

Student Health Support plans help schools to assist students with:

- routine health care support needs, such as supervision or provision of medication
- personal care support needs, such as assistance with personal hygiene, continence care, eating and drinking, transfers and positioning, and use of health-related equipment
- emergency care needs, such as predictable emergency first aid associated with asthma, seizure or diabetes management.

Students with complex medical care needs, for example, tracheostomy care, seizure management or tube feeding, must have a Student Health Support Plan which provides for appropriate staff to undertake specific training to meet the student's particular needs.

At enrolment or when a health care need is identified, parents, guardians and/or carers should provide accurate information about the student's condition or health care needs, ideally documented by the student's treating medical/health care practitioner.

Parents, guardians and/or carers may be invited to attend a Student Support Group meeting to discuss the contents of a student's Health Support Plan and assistance that the student may need at school or during school activities, including camps and excursions.

Where necessary, schools may also request consent from parents, guardians and/or carers to consult with a student's medical or health care practitioner, to assist in preparing a Student Health Support and to ensure that appropriate school staff understand the student's health care needs.

### **3.2 Student Health Support Plan Review**

Student Health Support Plans will be reviewed:

- when updated information is received from the student's medical or health care practitioner
- when the school, student or parents, guardians and/or carers have concerns with the support being provided to the student
- if there are changes to the support being provided to the student, or
- on an annual basis.

The advice received from the medical or health practitioner is reviewed annually unless it is agreed that the annual review of the plan is not required. In this case, the principal (or their delegate) may request updated medical information.

### **3.3 Management of Confidential Medical Information**

Confidential medical information provided to schools to support a student will be:

- recorded on the student's file
- shared with all relevant staff so that they are able to properly support students diagnosed with medical conditions and respond appropriately if necessary.

When information is being collected principals (or their delegate) will ensure that parents, guardians and/or carers and students are informed about how their personal information will be used and who it might be disclosed to, such as relevant school staff.

### **3.4 Communication with Parents, Guardians and/or Carers**

Principals (or their delegate) will ensure that relevant school staff, regularly communicate with the student's parents, guardians and/or carers about the student's successes, development, changes and any health and education concerns. In particular, the frequency and severity of the student's symptoms and use of medication at school.

## **4.0 RELATED POLICIES AND PROCEDURES**

- DOSCEL Anaphylaxis Policy
- DOSCEL Duty of Care Policy
- DOSCEL First Aid Policy
- DOSCEL First Aid and Infection Prevention and Control Procedures
- DOSCEL Off-Site Supervision of Students Policy
- DOSCEL On-Site Supervision of Students Policy
- DOSCEL Responding to Anaphylaxis Policy
- Health Care Needs Guidelines
- Student Medical Condition Management Plan Form Template

## **5.0 REFERENCES**

- [Disability Discrimination Act 1992](#) (Cth)
- [Occupational Health and Safety Act 2004](#) (Vic.)

## **6.0 REVIEW**

**Implementation Date:** December 2020

**Review Date:** December 2022

# Health Care Needs Guidelines

December 2020



Diocese of Sale  
Catholic Education Ltd

Inspiring *Faith* Inspiring *Learning*

## 1.0 INTRODUCTION

DOSCEL and schools have a responsibility to provide equitable access to education and respond to diverse student needs, including health care needs.

The purpose of these Guidelines is to support students who may need medical care or assistance at primary and secondary schools managed and operated by DOSCEL.

## 2.0 SCOPE

These Guidelines apply to all Schools managed and operated by DOSCEL.

## 3.0 GUIDELINES

### 3.1 Management Strategies

This table outlines the strategies for schools to manage students with identified health care needs.

Strategy	Schools must:
<b>Student health support planning</b>	Have a Student Health Support Plan or other specific health management plan (such as an Anaphylaxis Management Plan) for a student with an identified health need, based on: <ul style="list-style-type: none"><li>• medical advice from the student's medical/health practitioner</li><li>• consultation with the student and parents/guardians.</li></ul>
<b>Policies and procedures</b>	Have policies and procedures available to the school community for: <ul style="list-style-type: none"><li>• planning for and supporting student health at school</li><li>• the management of medication.</li></ul>
<b>Training</b>	Have training for school staff: <ul style="list-style-type: none"><li>• in basic first aid</li><li>• to meet specific student health needs not covered under basic first aid training, such as managing asthma</li><li>• to meet complex student medical care needs.</li></ul>
<b>Communication</b>	Communicate openly with students and families about: <ul style="list-style-type: none"><li>• successes achieved</li><li>• development and changes</li><li>• health and educational concerns.</li></ul>
<b>Encouraging physical activity and camps</b>	Plan for most students to: <ul style="list-style-type: none"><li>• attend school camps and special events</li><li>• take part in physical activities at school.</li></ul>

## 4.0 HEALTH CARE NEEDS PLANNING

Schools must follow the four (4) stages to develop a Student Health Support Plan or any other specific health management plan (i.e. Anaphylaxis Management Plan).

1. Before enrolment
2. When a need is identified
3. Planning process
4. Monitoring and reviewing

### Stage 1: Before Enrolment

Principals should inform parents, guardians and carers about the DOSCEL Health Care Needs Policy for supporting student health prior to and upon enrolment.

### Stage 2: When a Need is Identified

Principals should ensure that parents, guardians and carers provide accurate information about a student's:

- routine health care support needs, such as supervision for medication
- personal care support needs, such as assistance with personal hygiene, continence care, eating and drinking, transfers and positioning, and use of health-related equipment
- emergency care needs, such as predictable emergency first aid associated with an allergic reaction, seizure management, anaphylaxis, or diabetes.

Schools should securely store information about:

- the student's health condition
- medication to be stored and supervised at school.

**Note:** When information is being collected, principals (or their delegate) must ensure that parents, guardians and carers and students are informed about how their personal information will be used and to whom it might be disclosed, such as school nurses, other health professionals or first aid officers.

### Stage 3: Planning Process

The following table describes how schools plan for a student with health care needs to attend school, and school activities, including camps and excursions.



Stage	Description
1	<p>The student's medical/health practitioner provides a medical advice form that:</p> <ul style="list-style-type: none"> <li>• guides the planning</li> <li>• details: <ul style="list-style-type: none"> <li>- the student's medical condition</li> <li>- medication required at school</li> <li>- recommended emergency and routine health and personal care support for the student.</li> </ul> </li> </ul>
2	<p>In relation to school activities, including camps and excursions, parents, guardians and carers must provide medical information and consent for each activity to assist the school with completing appropriate planning, including staff ratio requirement, first aid officer attendance and other risk assessment documentation.</p>
3	<p>The principal (or delegate) organises a meeting to discuss the plan with:</p> <ul style="list-style-type: none"> <li>• the student</li> <li>• parents, guardians and carers</li> <li>• other school staff, if required (e.g. the classroom teacher).</li> </ul> <p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. The plan should be developed shortly after the school has received the medical advice from the student's parents, guardians and/or carers and medical/health practitioner. If there is a time delay between receiving this advice and developing the plan, the school may put in place an interim support plan containing an agreed strategy, such as calling an ambulance.</li> <li>2. Questions to consider: <ul style="list-style-type: none"> <li>• Is it necessary to provide the support during the school day?</li> <li>• How can the recommended support be provided in the simplest manner, with minimal interruption to the education and care program?</li> <li>• Who should provide the support?</li> <li>• Is this support complex and/or invasive?</li> <li>• Is there staff training required?</li> <li>• Are there any facilities issues that need to be addressed?</li> <li>• How can the support be provided in a way that respects dignity, privacy, comfort and safety and enhances learning?</li> <li>• Are there any care and learning plans that should be completed for students with personal care support?</li> </ul> </li> </ol>



## **Stage 4: Monitoring and Review**

Student Health Support Plans or any other specific health management plan should be reviewed:

- when updated information is received from the student's medical or health practitioner
- when the school, student or parents/guardians have concerns in the support
- if there is a change in support
- at least annually.

The advice received from the medical or health practitioner is reviewed annually unless it is agreed that the annual review of the plan is not required. In this case, the principal (or delegate) has discretion whether to request updated medical information.

## **5.0 DUTY OF CARE**

Schools are required to ensure all students feel safe and supported at school.

Principals and teachers are held to a high standard of care in relation to students. The duty requires principals and teachers to take reasonable steps to minimise the risk of reasonably foreseeable harm. This includes ensuring that medical assistance is provided to an ill or injured student.

## **6.0 RELATED POLICIES AND PROCEDURES**

- DOSCEL Anaphylaxis Policy
- DOSCEL Duty of Care Policy
- DOSCEL First Aid Policy
- DOSCEL First Aid and Infection Prevention and Control Procedures
- DOSCEL Off-Site Supervision of Students Policy
- DOSCEL On-Site Supervision of Students Policy
- DOSCEL Responding to Anaphylaxis Policy
- Health Care Needs Guidelines
- Student Medical Condition Management Plan Form Template

