



# HEALTH CARE NEEDS POLICY

## 1.0 INTRODUCTION

This Policy applies to all primary and secondary Catholic schools managed and operated by the Diocese of Sale Catholic Education Limited (**DOSCEL**) in the Diocese of Sale in the State of Victoria (**Schools**). This Policy also applies to the DOSCEL Secretariat.

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, guardians, carers, staff and students the processes and procedures in place to support students with health care needs.

## 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/health care 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/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/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/health care 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.

Schools may disclose personal information (including confidential medical information) to other entities without the knowledge or consent of any parent, guardian, carer or student, where this is required or authorised by law (including to other prescribed Information Sharing Entities (**ISEs**) for the purposes of information sharing under the Child Information Sharing Scheme or Family Violence Information Sharing Scheme). Other ISEs include Victoria Police and family violence specialist services.



For more information, see: [Information Sharing and Family Violence Reforms Contextualised Guidance](#), [Child Information Sharing Scheme Ministerial Guidelines](#), [Family Violence Information Sharing Guidelines](#) and [Family Violence Multi-Agency Risk Assessment and Management Framework](#).

### 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 \(Vic\)](#)
- [Child Wellbeing and Safety Act 2005 \(Vic.\)](#)
- [Child Wellbeing and Safety \(Information Sharing\) Regulations 2018](#)
- [Family Violence Protection Act 2008 \(Vic.\)](#)
- [Family Violence Protection \(Information Sharing\) Regulations 2018](#)
- [Child Information Sharing Scheme Ministerial Guidelines](#)
- [Family Violence Information Sharing Guidelines](#)
- [Family Violence Multi Agency Risk Assessment and Management Framework](#)
- [Information Sharing and Family Violence Reforms Contextualised Guidance](#)



St Francis Xavier College  
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## 6.0 REVIEW

**Implementation Date:** December 2020

**Amended Date:** April 2021

**Review Date:** December 2022