St Francis Xavier College
Berwick, Officer and Beaconsfield

Procedure for
Medical Records & Health Related Support Plans (Student)

St Francis Xavier College procedures are designed to enable the College to enact the policies of the Diocese of Sale Catholic Education Limited (DOSCEL).

All College Procedures intentionally promote a child safe culture which prioritises the safety and wellbeing for all students.

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Purpose

The purpose of this Procedure is to provide guidance regarding the requirements for and management of student medical records and the creation, distribution, and maintenance of Student Health Support Plans.

Many students at the College have special health issues that may need to be managed through the development of individualised health-related student support plans. Common examples include students with asthma, diabetes and those that may suffer from anaphylaxis.

All students at the College may require medical assistance while in the care of the College and access to current and accurate information is important for the appropriate care of the student.

Scope

This procedure applies to all students, families, and staff at the College.

St Francis Xavier College relies on parents/guardians to provide the College with up-to-date medical information with respect to students.

With current medical information, the best possible care can be provided to each student on an ongoing basis.

Without accurate medical information there is a higher risk of:

- medication being wrongly administered
- effectiveness of medical treatment being decreased in medical emergencies

All staff with access to medical records should be aware of confidentiality for health records and comply with the College's Privacy Policy and procedures.

Context

St Francis Xavier College is committed to the safety and wellbeing of all our students and to providing proper care:

In order to do this:

- student medical information must be provided by parents/guardians on enrolment
- student medical records must be updated regularly as advised by parents/guardians on the Parent Access Module (PAM). Any incorrect, out-of-date, or incomplete information must be communicated to the Campus Student Health Officer for rectification
- student medical records are stored securely to protect against misuse, loss, unauthorised access modification or unnecessary disclosure
- information regarding students' medical conditions is used by the College on an as needs basis to assist in the management of student's ongoing health needs
- access to medical records may be provided to the parents/guardians upon request under certain conditions, depending on the age of the student

Medical Records

Collecting Medical Information

Parents/guardians are required to provide medical information on PAM upon acceptance of enrolment.

Medical information collected in PAM/SIMON may include details of a student's:

- Medical/surgical history
- Mental health
- Asthma, allergies and/or anaphylaxis
- Other medical conditions
- Prescription medication
- Care Plans
- Immunisation history
- Assessment reports

Confidentiality and Use of Medical Information

The confidentiality of medical records will be respected at all times.

Information which is considered necessary for the wellbeing and safety of students will only be disclosed to relevant staff on an as need basis.

These circumstances include where:

- Parents/guardians provide consent to share the information
- Students who are independent minors provide consent
- There is an imminent threat to the student (e.g. potential suicide)
- There is a legislative requirement to share the information (e.g. mandatory reporting of child sexual abuse)

Ongoing Management of Medical Records

On an ongoing basis, St Francis Xavier College manages student medical records in the following ways:

- Regular reminders are forwarded to parents/guardians requesting that they review and update their child's medical information, this will include before any overnight or high-risk activities
- Parents/guardians are required to review and update their child's medical information at least annually
- Parents/guardians are required to communicate all updates to their child's medical
- information as they become aware of the changes
- Health related support plans are developed as required and retained on the Student Profile (SIMON) with their medical records
- A record is maintained in the schools' administration system (Synergetic) of all medication, or first aid administered at the College
- In a medical emergency, after organising medical attention for the student, a record of all actions taken are recorded in the schools' administration system (Synergetic)
- Medical records are safeguarded via locked storage and password access to computerised records

- Records are electronically archived when a student's cohort finishes Year 12

In the case of a student who accesses Counselling at the College, information will be stored as per the College Counselling Services Guidelines.

In the case where information is supported by the Learning Adjustment Team, information will be stored as per the Learning Adjustment Procedures.

Access to Records – Students and Parents/Guardians

Students and parents/guardians wishing to access student medical records should make a request in writing.

Each request for access to medical records will be considered having regard to individual circumstances. For example, access may be denied if the request is from a parent/guardian who is subject to a court order.

Parents/guardians requesting access to medical records will be denied access if their child is over 18 years of age and does not provide consent for such access, or if the child has capacity to consent (mature minor*), and requests that such access is denied to the parent/guardian.

The College will maintain all original documents and will provide copies if authorisation to access medical records is granted.

Access to Records – External Agencies

In the event that the College receives a request from an external agency for access to a student's medical records, access will only be provided where:

- The student is under 18 years of age and the student's parents/guardians have consented in writing
- The student is over 18 years of age and the student has consented in writing
- The College is required to do so by law.

Mature Minors

To be considered a mature minor, principals or others working with students must be satisfied that the student has sufficient maturity, understanding and intelligence to understand the nature and effect of their particular decision. Mature Minors and Decision Making: Policy | education.vic.gov.au

Student Health Support Plans

In order to provide appropriate support to students who may need medical care or assistance, a Student Health Support Plan may be prepared by the campus Student Health Officer, in consultation with relevant school staff, 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.

Content of a Student Health Support Plan

A Student Health Support Plan outlines:

- the student's specific health care needs
- the agreed role and responsibilities of St Francis Xavier college student, parents/guardians and other key stakeholders will take to meet those needs
- the procedures to be followed in emergencies
- parents/guardians notification procedures
- agreement between the college, the student (depending on their age), their parents/guardians and any relevant medical advisors (where applicable) regarding the students plan
- a regular review schedule that responds to changes in student health

Developing a Student Health Support Plan

Student Health Support Plans must be developed annually or as needs change for students diagnosed with a condition where the individual students are considered to be at high risk of requiring emergency medical intervention or require the regular supervised administration of medication.

Conditions include:

- severe asthma (that requires extra management for school activities)
- diabetes (removed typed 1)
- epilepsy
- diagnosed chronic fatigue
- Diagnosed chronic dizziness and associated conditions

*Note: anaphylaxis is covered by Individual Anaphylaxis Management Plan

A Student Health Support Plan should be developed shortly after the school has received 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.

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.

Questions to consider as part of a Student Health Support Plan:

- is it necessary to provide the support during the school day?
- how can the recommended support be provided in the simplest manner, with minimal interruption to the education and care program?
- who should provide the support?
- is this support complex and/or invasive?
- is there staff training required?

- are there any facilities issues that need to be addressed?
- how can the support be provided in a way that respects dignity, privacy, comfort and safety and enhances learning?
- are there any care and learning plans that should be completed for students with personal care support?

Prescription Medication

Where the Student Health Support Plan indicates that a student requires assistance with administering prescription medication, administration is to be conducted in accordance with the College's 'Administration of Student Medication' Procedure.

Communication to Staff

Key elements of a Student Health Support Plan and relevant updates will also be communicated to any staff who have responsibility, or are likely to have responsibility, for the supervision of the student.

Student Health Support Plans are to be stored as per the medical records procedure above.

Review of a Student Health Support Plan

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.

Responsibilities

Deputy Principal – Wellbeing	• Monitor the implementation of this procedure in liaison with the Student Health Team Leader
Student Health Team Leader	• Liaise with Student Health Officers to ensure that all documents and records for student health needs are documented, followed and stored securely. • Liaise with parents / guardians to ensure that all medical information and required medication for students are current.
Student Health Officer	• Liaise with Student Health Team Leader to ensure that all documents and records for student health needs are documented, followed and stored securely. • Liaise with supervising staff regarding students' medical needs for camps and excursions. • Work with other staff to develop and document support plans as needed.

Risk and Compliance Team	• Support the procedure review process and updates
All Staff	• Ensure the requirements of this procedure are followed • Be familiar with the medical conditions of students in their care • Apply appropriate security to confidential and sensitive records created or received • Ensure records are stored securely and physical access is restricted

Compliance

This policy is implemented through a combination of:

- Staff training
- Student and parent/guardian education and information
- Effective maintenance of student medical records
- Effective incident notification procedures
- Initiation of corrective actions where necessary

Related legislation

- Privacy and Data Protection Act Vic 2014
- Health Records Act Vic 2001

Related DOSCEL Policy

- Student Duty of Care Policy
- Child Protection and Safety Policy
- Privacy Policy

Related College Procedures

- Privacy Procedure
- Child Protection Program
- Critical Incident (Emergency Situations) Response Procedure
- Anaphylaxis Management Procedure
- Allergy Management Procedure
- Asthma Management Procedure
- First Aid / Medical Incident Response Procedure
- Administration of Student Medication Procedure

Other

- Permission to Provide Student Records Form

Further Information

Further information can be obtained from:

- Student Health Team Leader
- Deputy Principal Wellbeing
- Risk and Compliance Manager

Status of Procedure	
College Leader Responsible	Deputy Principal Wellbeing
Implementation Date / Last Reviewed	October 2019
Last Reviewed	August 2025
Review Date [Commonly 1 – 2 Years]	2 years (August 2027)
Local Governing Authority Approval	College Leadership Team

Record of Review

Details of Amendments	By Whom	Date
Change to title in line with DOSCEL Policy/Procedure Additions to Procedure B to detail further as per DOSCEL Procedure	Deputy Principal Wellbeing	Feb 2022
Review of document	Deputy Principal Wellbeing	March 2023
• Removal of reference to Student Health Support Plans for self-harming behaviours or suicidal ideation (covered in a different procedure) • Update to the responsibilities of the Student Health Officer to specify Support Plans.	Deputy Principal Wellbeing	August 2023
Edits to conditions requiring a Health Support Plan	Deputy Principal Wellbeing	August 2025