

# HEALTH CARE NEEDS POLICY



## Help for non-English speakers

If you need help to understand the information in this policy please contact 9795-5848

## PURPOSE

To ensure that Carwatha College P-12 provides appropriate support to students with health care needs.

## OBJECTIVE

To explain to Carwatha College parents, carers, staff and students the processes and procedures in place to support students with health care needs at school.

## SCOPE

This policy applies to:

- all staff, including casual relief staff and volunteers
- all students who have been diagnosed with a health care need that may require support, monitoring or medication at school.

## POLICY

This policy should be read with Carwatha College's *First Aid, Administration of Medication, Anaphylaxis* and *Asthma* policies.

### Student health support planning

In order to provide appropriate support to students at Carwatha College who may need medical care or assistance, a Student Health Support Plan will be prepared by a House Leader, Student Wellbeing Coordinator, Principal, etc in consultation with the student, their parents, carers and treating medical practitioners.

Student Health Support plans help our school 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.

[Note: Template health planning forms are available here:

<https://www2.education.vic.gov.au/pal/health-care-needs/resources>]

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/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 on a Medical Advice Form (or relevant equivalent) Note: Template health planning forms are available here: <https://www2.education.vic.gov.au/pal/health-care-needs/resources>]

Carwatha College may invite parents and carers 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.

Where necessary, Carwatha College P-12 may also request consent from parents and carers to consult with a student's medical practitioners, to assist in preparing the plan and ensure that appropriate staff understand the student's needs. Consultation with the student's medical practitioner will not occur without parent/carer consent unless required or authorised by law.

Student Health Support Plans will be reviewed:

- when updated information is received from the student's medical practitioner
- when the school, student or parents and 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.

### Management of confidential medical information

Confidential medical information provided to Carwatha College P-12 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.

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes and staff training
- Available publicly on our school's website and on Compass Platform
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Hard copy available from school administration upon request

## FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library (PAL):
  - [Health Care Needs](#)
  - [Health Support Planning Forms](#)
  - [Complex Medical Care Supports](#)

- [Child and Family Violence Information Sharing Schemes](#)
- [Privacy and Information Sharing](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	29/01/2024
Approved by	Mr Patrick Mulcahy
Next scheduled review date	29/01/2027