


<i>Policy: Health Care Needs</i>		
Date of next Review: 2028 Responsible for review: <i>Principal</i>	Bright P-12 College Policy 	Date Approved: 4th December 2024 Approving Authority: Principal

PURPOSE

To ensure that Bright P-12 College provides appropriate support to students with health care needs, and explain to 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, volunteers, host families and teachers at our Dinner Plain Campus
- all students, including International Exchange students who have been diagnosed with a health care need that may require support, monitoring or medication at school.

<p>KEY ACTIONS</p> <p><i>School Leadership and Staff Responsibilities</i></p> <p>Preparation of Student Health Support Plans</p> <ul style="list-style-type: none"> ● Year Level Coordinator in Secondary or Classroom teacher in Primary prepares the plan. ● Consult with the student, their parents/carers, and treating medical practitioners. <p>Support Provided by Health Support Plans</p> <ul style="list-style-type: none"> ● Address routine health care support needs (e.g., medication supervision). ● Address personal care support needs (e.g., hygiene, continence care). ● Address emergency care needs (e.g., asthma, seizure, diabetes management). <p>Complex Medical Care Needs</p> <ul style="list-style-type: none"> ● Ensure a Student Health Support Plan is in place for students with complex needs. ● Provide specific training for staff to meet these needs. <p>Student Support Group Meetings</p> <ul style="list-style-type: none"> ● Invite parents/carers to discuss the Health Support Plan and necessary assistance. <p>Consultation with Medical Practitioners</p> <ul style="list-style-type: none"> ● Request consent from parents/carers to consult with medical practitioners if needed. ● Ensure consultation occurs only with consent, unless required by law. <p>Review of Student Health Support Plans</p>

- Review when updated medical information is received.
- Review if there are concerns or changes in support.
- Conduct an annual review.

Management of Confidential Medical Information

- Record confidential medical information on the student's file.
- Share information with relevant staff to ensure proper support and response.

Parent/Carer Responsibilities

Information Provision by Parents/Carers

- Provide accurate information about the student's health care needs at enrolment or when identified.
- Ideally, use a Medical Advice Form or equivalent documentation.

Consent for Consultation with Medical Practitioners

- Provide consent for the school to consult with medical practitioners if needed.

POLICY

This policy should be read with Bright P-12 College's *First Aid, Administration of Medication, Anaphylaxis* and *Asthma* policies.

Student health support planning

In order to provide appropriate support to students at Bright P-12 College who may need medical care or assistance, a Student Health Support Plan will be prepared by the Year Level Coordinator in Secondary or Classroom teacher in Primary 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).

Bright P-12 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, Bright P-12 College 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 Bright P-12 College 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

- Available publicly on our school's website
- Included in induction processes for relevant staff
- Included in our staff handbook/manual
- Discussed in an annual staff briefing/meeting
- Made available in hard copy from school Front Office upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following policies on 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](#)