



PURPOSE

To ensure that Forest Street Primary School provides appropriate support to students with health care needs.

OBJECTIVE

To explain to Forest Street Primary School 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 Forest Street Primary School's *First Aid, Administration of Medication, Anaphylaxis* and *Asthma* policies.

Student health support planning

In order to provide appropriate support to students at Forest Street Primary School who may need medical care or assistance, a Student Health Support Plan will be prepared by our principal or nominee 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,
- emergency care needs, such as predictable emergency first aid associated with anaphylaxis, allergies, asthma, diabetes management, epilepsy, or seizure,
- specific diagnoses as the school is advised of them

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>

Forest Street Primary School 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, Forest Street Primary School 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 Forest Street Primary School to support a student will be:

- recorded on the student's paper and electronic 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
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- 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](#)

 ASTHMA POLICY

Anaphylaxis forms

- [ASCIA Action Plan for Anaphylaxis](#) — available on ASCIA's website and must be completed by parents/carers for a student with anaphylaxis in consultation with their child's medical/health practitioner and provided to the school
- [Annual Risk Management Checklist \(Word\)](#) — must be completed by the school to monitor their compliance with Ministerial Order 706, the Anaphylaxis Guidelines and their legal obligations
- [Individual Anaphylaxis Management Plan \(Word\)](#) — must be completed by the school for each student who has been diagnosed at risk of anaphylaxis

Asthma forms

- [Asthma Action Plan](#) — is available on Asthma Australia's website and should be completed for a student with asthma, by the student's medical/health practitioner, in consultation with parents/carers. This plan should be attached to the Student Health Support Plan.

POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2021
Approved by Principal	Jillian Burt
Next scheduled review date	October 2024 or as required 3-4 year duration
School Council approval required	Not for this policy

ATTACH A STUDENT'S HEALTH CARE NEEDS MANAGEMENT PLAN IE **DIABETES** - DELETE IDENTIFICATION