



# Health Care Needs Policy

## Introduction

Plenty River College (the College) is an independent specialist senior secondary school, delivering the Victorian Certificate of Applied Learning (VCAL) at Foundation, Intermediate and Senior levels. It provides a safe and inclusive learning environment for young people aged 15-20 years who may have been disengaged or are at risk of disengaging from education.

Plenty River College is a school of opportunities in which all students are empowered to achieve their personal best. Our mission is to assist students to develop life and work skills and achieve in their learning by:

- re-engaging them in education;
- fostering their social and emotional development; and
- providing a supportive and safe environment for them.

## Rationale

The College has a responsibility to provide equitable access to education, and to respond to a diverse range of student needs. Student health care needs may encompass:

- routine health care support, such as medication supervision;
- emergency health care, such as predictable emergency first aid associated with asthma, seizure or diabetes management; and
- personal care support, such as assistance with personal hygiene, continence care, eating and drinking, transfers and positioning, and use of health-related equipment.

Partnerships between the College and parents are important in ensuring that the students at College are able to participate and have continuity in education, and achieve their personal best.

## Purpose

The purpose of this policy is to explain to College parents, staff and students the processes and procedures in place at Plenty River College to support student health care needs.

## Scope

This policy applies to:

- the Executive Principal, Deputy Principal/Curriculum Leader and all staff, including casual relief staff and volunteers; and
- all students who have been diagnosed with a health care need that may require support, monitoring or medication at College.

## Definitions

<b>Action Plan</b>	A plan drawn up by a medical/health practitioner prescribing emergency medical treatment or care provision if a student's health declines. Examples include ASCIA Anaphylaxis Action Plans, Asthma Action Plans and Diabetes Action Plans.
<b>College Environment</b>	Means any physical or virtual place made available or authorised by the College Board for use by a student during or outside College hours, including: <ul style="list-style-type: none"> <li>• A campus of the College</li> <li>• On-line College environments (including email and intranet)</li> <li>• Other locations provided by the College for a student's use (including without limitation, locations used for College camps, sporting events, excursions, competitions and other events).</li> </ul>
<b>Parent/s</b>	Refers to parents, guardians, step-parents and/or carers as listed in the College Enrolment Form.
<b>Staff</b>	Refers to all employed staff, contractors and volunteers of the College.
<b>Student Health Support Plan</b>	Plan developed for students at the College who have an identified health support need. This plan is developed in consultation with the student's parents.
<b>Student Support Group</b>	A Student Support Group is normally made up of made up of the Deputy Principal/Curriculum Leader, relevant teachers and education support staff. If appropriate, the Student Support Group can seek family involvement and support from specialist consultants.
<b>Student Support Team</b>	The Student Support Team comprises youth welfare workers and education support workers. Other specialists such as the College psychologist or external case managers may also be included or consulted.

## Responsibility

1. The College Board is responsible for authorising this policy.
2. The Executive Principal is responsible for:
  - implementing this policy and related processes to support student health care needs;

- ensuring that student medical records are securely retained, and protected from unauthorised access, loss, misuse or damage;
- ensuring that all parents provide the College with student medical information on enrolment, and that this information is kept up-to-date;
- ensuring that students with an identified health care need have access to continuity in education and reasonable adjustment;
- ensuring that students with complex medical support needs are supported by suitably qualified and trained staff;
- ensuring that appropriate staff receive training for health care needs (other than basic first aid) if needed; and
- assessing and implementing risk management strategies to keep students with specific medical conditions safe at College.

3. The Deputy Principal/Curriculum Leader is responsible for:

- developing Health Support Plans with students and parents when notified of an identified health care need;
- ensuring that a copy of this plan (and, if relevant, a copy of the relevant Action Plan) is stored and labelled with the student's name in the College office;
- ensuring that teachers and other College staff are made aware of, and support, students with identified health care needs;
- arranging training (if needed) for relevant staff for specific health care needs; and
- approving and facilitating reasonable adjustments to learning and assessment programs for students with a Health Support Plan.

4. Teaching staff and the Student Support Team are responsible for:

- checking student medical lists to identify students requiring support;
- being aware of where to find the student's Health Support Plan; and
- developing reasonable adjustments for students with identified health care needs.

5. Administration staff are responsible for:

- providing parents of students enrolled at the College with medical information forms and Health Support Plans to be completed before the student starts at the College or as soon as possible; and
- ensuring that Action Plans are copied in colour, have an up-to-date student photo, and have been signed by the parent and medical practitioner.

## **Implementation**

The College has a duty of care to take reasonable steps to prevent reasonably foreseeable harm to students, including students with identified health care needs. The College has zero tolerance for child abuse, and is committed to the safety, participation and empowerment of all students.

To meet the health care needs of students, the College has a range of policies and processes, including:

- Anaphylaxis Management Policy for students at risk of anaphylaxis or severe allergic reactions;
- Administration of Medication Policy for students who require medication;
- First Aid Policy for medical emergencies and caring for ill students; and
- Health Care Needs Policy (this policy) for students with identified health care needs, excluding anaphylaxis.

Please refer to individual policies for more information.

### **Student health support planning**

At enrolment or when a health care need is identified, the College will work with parents to develop a Student Health Support Plan. This plan will assist the College in supporting the routine health care needs, personal care support needs or emergency care needs of students.

The Deputy Principal/Curriculum Leader will develop the Student Health Support Plan in conjunction with parents, who will be requested to provide:

- accurate information about the student's condition or health care needs;
- documentation from the student's treating medical/health care practitioner on a Medical Advice form (for example, Action Plans for asthma or diabetes);
- an up-to-date student photo to attach to the supplied Action Plan;
- up-to-date emergency contact information; and
- updated information about the student when conditions change.

Where necessary, the College may also request consent from parents to consult with a student's medical practitioner/s, to assist in preparing the plan and ensure that appropriate College staff understand the student's needs.

The College will refer to Student Health Support Plans when planning excursions and other College activities, and will include health care needs when conducting risk assessments for such activities.

The College may also invite parents to attend a Student Support Group meeting to discuss the contents of a student's Health Support Plan, and any assistance that the student may need at College or during College activities.

Student Health Support Plans will be reviewed:

- on an annual basis;

- when updated information is received from the student’s medical practitioner or parent;
- if the College, student or parents have concerns with the support being provided to the student; and
- if there are changes to the support being provided to the student.

## **Training**

The Executive Principal and Deputy Principal/Curriculum Leader will ensure that College staff receive any training for student health care needs not covered by basic first aid training, as and when required.

## **Management of confidential medical information**

Confidential medical information provided by parents will be stored in the student’s file and shared with relevant College staff, such as the classroom teacher, education support worker, and first aid officer. The College will ensure that:

- all medical information is retained securely and protected from unauthorised access, misuse, modification, and loss or damage;
- the information is only used for health support purposes; and
- parents and students will be able to view and amend the medical information at any time.

Personal and sensitive information will be stored securely by the College, and be protected from unauthorised access, misuse, loss or damage. Personal information may be updated at any time by contacting the College office. For more information about how the College will use and ensure the accuracy of this information, please refer to our Privacy Policy.

## **Communication**

1. This policy will be communicated to the College community through the College website.
2. College staff will be informed through:
  - attending the College induction program for new staff;
  - receiving a copy of this policy at the first staff meeting at start of the College year;
  - the College Teachers’ Handbook; and
  - staff meetings with the Deputy Principal/Curriculum Leader.
3. Parents of students with an identified health care need will receive a copy of this policy and be involved in ongoing conversations with the Executive Principal and/or Deputy Principal/Curriculum Leader;
4. The wider College community will receive pertinent updates through the College newsletter.

<b>Appendices:</b>
Appendix 1: Medical Information Form Appendix 2: Student Health Support Plan
<b>Related Policies</b>
<ul style="list-style-type: none"> <li>• Administration of Medication</li> <li>• Anaphylaxis Management</li> <li>• Camps and Excursions</li> <li>• Caring for Ill Students</li> <li>• Duty of Care</li> <li>• First Aid</li> <li>• Privacy</li> </ul>
<b>Related Legislation</b>
<ul style="list-style-type: none"> <li>• Education and Training Reform Act 2006 (Vic)</li> <li>• Education and Training Reform Regulations 2017 (Vic)</li> <li>• Health Records Act 2001 (Vic)</li> <li>• Privacy Act 1988 (Cth)</li> </ul>

## Appendix 1: Medical Information Form



### Medical Information Form

In order to support the health and wellbeing of students, the College asks parents to provide medical information about the student at the time of enrolment and annually thereafter. Information concerning the student's health (any known medical condition, health problems, allergy, physical disability) enables the College to make reasonable adjustments where necessary to ensure the student is able to participate fully in the educational program.

The College will collect and store this information and treat it in confidence. Personal information will only be shared with College staff, or where it is lawful to share information without parental consent (such as in medical emergencies).

<b>Student</b>	
<b>DOB</b>	<b>VCAL level/group</b>
<b>Medicare Number</b>	<b>Private Health Fund</b>
<b>Ambulance Cover</b>	<input type="checkbox"/> <b>Yes Member Number:</b> <input type="checkbox"/> <b>No</b>
<b>Year of last tetanus injection</b>	
<b>Medical Practitioner name and contact details</b>	
<b>EMERGENCY CONTACT DETAILS (PARENT)</b>	
<b>Name</b>	<b>Name</b>
<b>Relationship</b>	<b>Relationship</b>
<b>Home phone</b>	<b>Home phone</b>
<b>Work phone</b>	<b>Work phone</b>
<b>Mobile</b>	<b>Mobile</b>
<b>Address</b>	<b>Address</b>

<b>EMERGENCY CONTACT DETAILS (ALTERNATE)</b>		
Name		Name
Relationship		Relationship
Home phone		Home phone
Work phone		Work phone
Mobile		Mobile
Address		Address
Medical practitioner contact		Name
Phone		
<b>HEALTH CARE NEEDS</b>		
Tick	Condition	Details
	Anaphylaxis	You will be asked to complete an Individual Anaphylaxis Management Plan and attach a signed Action Plan from your medical practitioner
	Asthma	You will be asked to complete a Student Health Support Plan and attach a signed Asthma Action Plan from your medical practitioner

	Allergic Reactions	You will be asked to complete a Student Health Support Plan and attach a signed Action Plan from your medical practitioner
	Diabetes	You will be asked to complete a Student Health Support Plan and attach a signed Action Plan from your medical practitioner
	Epilepsy / seizures	You will be asked to complete a Student Health Support Plan
	Reaction to drugs	You will be asked to complete a Student Health Support Plan
	ADD/ADHD	You will be asked to complete a Student Health Support Plan
Tick	Other conditions	Provide Details
	Blood Pressure	
	Bedwetting	
	Bleeding Disorders	
	Dietary Requirements	
	Dizzy Spells/Blackouts	
	Eczema	
	Fainting	
	Fits of any type	
	Hay Fever	
	Heart Condition	
	Migraines/Headaches	
	Nose Bleeds	
	Physical Difficulties	
	Previous Injuries	
	Sight/Hearing Problems	
	Sleepwalking	

	Sunscreen Sensitivity	
	Travel Sickness	
	Other	

<b>MEDICATION</b>	
Is the student currently on medication? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Prescription details:	
<b>Please complete a Medication Authority Form if the College is required to administer this medication.</b>	

<b>AGREEMENT</b>	
<input type="checkbox"/> I have fully disclosed the student's medical history and will inform the College <b>immediately</b> if there are changes to the information provided in this form	
In addition, in case of emergency:	
<input type="checkbox"/> I acknowledge that the College will call an ambulance	
<input type="checkbox"/> I acknowledge that the College will attempt to contact parents or emergency contacts	
<input type="checkbox"/> I give consent to the College to provide first aid	
<input type="checkbox"/> I give consent to the College to approve emergency treatment	
<input type="checkbox"/> I undertake to pay any costs incurred for medical treatment, ambulance transport and medications	
<b>Parent Name</b>	<b>Parent Signature</b>
<b>Date</b>	

## Appendix 2: Student Health Support Plan



### Student Health Support Plan

This plan is to be completed by the Deputy Principal/Curriculum Leader or nominee on the basis of information provided by the Parent, and from the student's medical practitioner (e.g. Action Plan) if needed. It is the Parents' responsibility to provide the College with a copy of the student's Action Plan containing the emergency procedures plan (signed by the student's Medical Practitioner), an up-to-date photo of the student (to be appended to this plan), and to inform the College if their child's medical condition changes.

#### Student

**DOB**

**VCAL level/group**

List of who will receive a copy of this plan

Student's family     Other:

#### EMERGENCY CONTACT DETAILS (PARENT)

Name

Name

Relationship

Relationship

Home phone

Home phone

Work phone

Work phone

Mobile

Mobile

Address

Address

<b>EMERGENCY CONTACT DETAILS (ALTERNATE)</b>	
Name	Name
Relationship	Relationship
Home phone	Home phone
Work phone	Work phone
Mobile	Mobile
Address	Address
Medical practitioner contact	Name
Phone	
List the health conditions identified by the student's health/medical practitioner:	
Other health conditions	
Medication at school	

If the medication is to be administered by the College, please complete a Medication Authority form.

Emergency care to be provided at school

**SUPPORT**

To be completed by Deputy Principal/Curriculum Leader or nominee. Please consider the support the student will require in each environment/area (on and off College site) the student will be in for the year, e.g. classroom, cafeteria, student kitchen, excursions and camps etc.

Name of environment/area:

Support need identified	Support actions required	Who is responsible?
e.g. first aid		
e.g. routine health supervision		
e.g. personal care		
e.g. complex medical needs		
e.g. overall support		
e.g. other		

Name of environment/area:

Support need identified	Support actions required	Who is responsible?

Name of environment/area:		
Support need identified	Support actions required	Who is responsible?

Name of environment/area:		
Support need identified	Support actions required	Who is responsible?

Review date			
This Student Health Support Plan has been developed with my knowledge and input.			
Parent signature		Date	
Parent signature		Date	