



Health Care Needs Policy-PP032

Introduction

Plenty River College (the College) is an independent, specialist senior secondary school and a Registered Training Organisation (RTO Code: 22732), delivering the Victorian Pathways Certificate (VPC) and VCE Vocational Major (VM) and Vocational Education and Training (VET) Certificates. 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, allergies, seizure or diabetes management; and
- behavioural, mental and emotional issues that require additional support

Students with severe allergies which put them at risk of an anaphylactic reaction are required to have an Individual Anaphylaxis Management Plan and an ASCIA Action Plan in place prior to enrolment commencement as per the Anaphylaxis Management Policy.

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, Assistant 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.



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Definitions

Action Plan	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.
College Environment	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"> • A campus of the College • On-line College environments (including email and intranet) • 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).
Parent/s	Refers to parents, guardians, step-parents and/or carers as listed in the College Enrolment Form.
Staff	Refers to all employed staff, contractors and volunteers of the College.
Student Health Support Plan	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.
Student Support Group	A Student Support Group is normally made up of the relevant teachers and education support staff, and on occasions, Assistant Principal, Members of External Support Services, Wellbeing Team Leader. If appropriate, the Student Support Group can seek family involvement and support from specialist consultants
Student Support Care Team	The Student Support Team comprises wellbeing team 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;



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- 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 Assistant Principal/Curriculum Leader (or nominee) 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:
- Reviewing the enrolment form and assessing the medical information provided by the parent/guardian. Where required, inform the Assistant Principal/Curriculum Leader to liaise with the parent/guardian to complete the Student Health Support Plan (FT090).
 - 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.



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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;
- Asthma Policy to support students diagnosed with asthma;
- Administration of Medication Policy for students who require medication;
- First Aid Policy for medical emergencies and caring for ill or injured students; and
- Health Care Needs Policy (this policy) for students with identified health care needs such as diabetic, excluding anaphylaxis and asthma

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 Assistant Principal/Curriculum Leader will develop the Student Health Support Plan in conjunction with parents and students, 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 (SSG) 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:



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- 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 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 Assistant 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 Assistant Principal/Curriculum Leader.



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Related Forms
Appendix 1: Student Health Support Plan FT090
Related Policies
<ul style="list-style-type: none">• Administration of Medication• Anaphylaxis Management• Asthma• Camps and Excursions• Caring for Ill Students• Duty of Care• First Aid
Related Legislation
<ul style="list-style-type: none">• Education and Training Reform Act 2006 (Vic)• Education and Training Reform Regulations 2017 (Vic)• Health Records Act 2001 (Vic)• Privacy Act 1988 (Cth)



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Revision Record:

Date	Version	Revision description
3/06/2021	2021.V1	Initial Policy
16/03/2026	2026.V2	<ul style="list-style-type: none"> • Updated the introduction • Added reference to the need to gather relevant Action plan before students' commencement • Removed Appendix 1: Medical Information Form and amalgamated relevant information in the Enrolment form • Removed appendix 2 and added as a separate form Student Health Support Plan FT090 • Added version control history