

Health Care Needs Policy

Note: For specific information about Coronavirus (COVID-19) refer to the [Coronavirus \(COVID-19\) — School Operations Advice](#) on PAL, which brings together key operational information for schools. Schools can also refer to the [Coronavirus advice](#) on the Department's website for information and updates.

Purpose

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

Objective

To explain to the school's 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 the school's *First Aid for Students & Staff, Medication, Anaphylaxis Management, Asthma Management* and other health related policies.

The school will:

- support and make reasonable adjustments for students with health care needs
- develop, review and implement a Student Health Support Plan to support the student's health care needs when a health care need is identified
- allocate time for relevant staff to discuss and review health support planning policies, processes and individual student plans

As part of its duty of care, the school will take reasonable steps to prevent reasonably foreseeable harm to students. This includes supporting and responding to the health care needs of all students.

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Training for school staff

The school will access training for school staff:

- in basic first aid
- to meet specific student health needs not covered under basic first aid training, such as managing asthma or epilepsy
- to meet complex medical care needs, such as the [Schoolcare Program](#)

Communication, physical activity and camps

We will communicate with families about any health or development concerns. It is also important to make reasonable adjustments to enable students with health care needs to participate in physical education and other physical activities, camps and excursions wherever possible.

Personal Care Support

The school will:

- fulfil its duty of care to students by assisting with personal care needs
- detail personal care support requirements and the person(s) responsible in the Student Health Support Plan

Student health support planning

In order to provide appropriate support to students at Hillsmeade Primary School who may need medical care or assistance, a Student Health Support Plan will be prepared by [the Principal/Assistant Principal] 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 at:

<http://www.education.vic.gov.au/school/principals/spag/health/Pages/supportplanning.aspx>]

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).

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The school may invite parents/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, we may also request consent from parents/carers to consult with a student's medical practitioners, to assist in preparing the plan and ensure that appropriate school staff understand the student's needs.

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.

For specific information on the development of Student Health Support Plans, please refer to the Guidance Tab at the website below.

Management of confidential medical information

Confidential medical information provided to the school 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.

Further Information & Resources

- School Policy and Advisory Library:
 - [Health Care Needs](#)
 - [Health Support Planning Forms](#)
 - [Complex Medical Needs](#)

Reference:

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

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Please refer also to the school's *Care Arrangements for Ill Children Policy*, the *First Aid for Students & Staff Policy*, *Duty of Care Policy*, *Anaphylaxis Management* and *Asthma Management Policies*, *Epilepsy & Seizures* and the *Diabetes Policies*.

Review Cycle

This policy, first developed in this format in May 2019 and updated in September 2020, will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update late July 2020).

A mandatory policy

School Council Approval No Longer Required

Although an operational policy, the Principal may choose to present the policy to School Council for noting