

PURPOSE

To ensure that Kew East Primary School (KEPS) provides appropriate support to students with health care needs.

POLICY GUIDELINES

- To explain to KEPS parents, carers, staff and students the processes and procedures in place to support students with health care needs at school.
- 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 ongoing support, monitoring or medication at school.
- To develop a Student Health Support Plan, schools must:
 - work with families to develop the plan, guided by advice from the student's treating medical/health practitioner
 - include actions in the plan as to how the school will support the student's health care needs
 - communicate regularly with parents about the student's health care needs at the school and update the plan if necessary.
- Schools must access training for identified school staff:
 - in basic first aid, and 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, drawing on resources such as the Schoolcare Program
- To fulfil duty of care requirements for Personal Care Support of students, schools must:
 - fulfil their 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
- As with all health and personal care support, assisting a student with the management of personal hygiene routines must be conducted in a manner that maximises the student's safety, comfort, independence, dignity, privacy and learning. Management practices must also reflect occupational health and safety standards for the school.
- Where regular health care can be conducted outside of school hours, this must always take precedence. Medical care should only take place at school during school hours when there is no other option available, and it would be detrimental to the student's health to schedule that routine care at other times, so as to minimise the time away from classroom instruction.

Definitions

- Complex Medical Care
Complex medical care often requires school staff to undertake specific training to meet the student's individual health needs. These needs cannot be addressed through basic first aid training that staff may be involved in. Training may be provided by another school staff member familiar with that procedure.
- Personal Care Support
Personal care support is daily living support, usually provided by parents or carers. Students may require the provision of assistance for:
 - toileting and personal hygiene
 - eating and drinking
 - transferring and positioning of the studentStudents may need personal care support due to:
 - age
 - developmental delay
 - medical conditions
 - short term circumstances (such as a student wearing a plaster cast)
 - long term circumstances (such as complex medical care needs)
- This policy should be read in conjunction with KEPS First Aid, Medication, Anaphylaxis and Asthma policies

POLICY IMPLEMENTATION

Developing a Student Health Support Plan

In order to provide appropriate support to students at KEPS who may need medical care or assistance, a Student Health Support Plan will be prepared by the Principal or their delegate (who could be a first aid officer, classroom teacher, year level coordinator or other appropriate staff member) 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.

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).

The Student Health Support Plan must be signed by a parent and agreed to by the school. Completed Student Health Support Plans will be kept on student file via CASES21, filed in the First Aid Room, and a copy placed in the CRT folder in the child's classroom. Health Support Plans will also be shared with relevant specialist staff (if required).

Provision of complex medical care at school

The Department does not expect or require teachers to provide complex medical care. When it is agreed that specialised medical procedures may be needed to enable a student to attend school then:

- designated school staff must receive specific training to allow them to meet the student's individual health care need
- the Student Health Support Plan should:
 - be guided by medical advice received by the student's medical practitioner via the Department's General Medical Advice Form (or specific form)
 - describe specific training requirements (noting that other school staff could provide this training)
 - include procedures that make use of local medical services such as ambulances, local doctors, health centres, hospitals and community nurses when practical.

Parent and carer involvement

KEPS 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, KEPS 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/carers 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/carers have concerns with the support being provided to the student
- if there are changes to the support being provided to the student, and
- on an annual basis, and then re-shared with relevant staff for that year, once parents have re-signed the plan.

Management of confidential medical information

Confidential medical information provided to KEPS 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.

Appendix 1: Resources and Forms

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

Forms to support students with identified health care need/s at the above link include;

Student Health Support Plan

- A [Student Health Support Plan \(Word\)](#) must be completed for each student with an identified health care need other than anaphylaxis or an allergy. The plan outlines how the school will support the student's health care needs and must be completed in consultation with parents/carers and guided by medical advice. Students whose only health care need is anaphylaxis or an allergy, do not require a Student Health Support Plan, but should instead follow the requirements of the [Anaphylaxis Policy](#) and/or the [Allergies Policy](#).

Allergy forms

- [Australasian Society of Clinical Immunology and Allergy \(ASCIA\) action plan for allergic reactions \(PDF\)](#) — must be completed by parents/carers for a student with allergies, in consultation with their child's medical/health practitioner and provided to the school
- [Individual Allergic Reactions Management Plan \(Word\)](#) — must be completed by each school for each student who has been diagnosed at risk of allergies

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
- [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.

Medical advice forms

The following forms are used to provide descriptions of a student's health condition, their support and first aid requirements, and are completed by the student's medical/health practitioner.

Non-specific conditions

- [General Medical Advice Form \(Word\)](#)

Condition specific

- Acquired brain injury — [Medical Advice Form – for a student with an acquired brain injury \(Word\)](#)
- Cancer — [Medical Advice Form – for a student with cancer \(Word\)](#)
- Cystic Fibrosis — [Medical Advice Form – for a student with cystic fibrosis \(Word\)](#)
- Diabetes — [action and management plans](#)
- Epilepsy — [epilepsy management plans](#)

Medication and authorisation forms

Please refer to the KEPS Medications Policy on the KEPS website and the Short Term / Infrequent KEPS Medication Form available under the 'downloads' section of the KEPS website.

KEW EAST PRIMARY SCHOOL

HEALTH CARE NEEDS POLICY

Page 4 of 4

Personal care advice forms

The following Medical Advice Forms are used to describe a student's personal care requirements and must be completed by a relevant medical/health practitioner, such as a continence care specialist, speech pathologist or physiotherapist.

- Toileting, Hygiene and Menstrual Health Management — for a student who requires support for toileting, hygiene and/or menstrual health management
- Eating and drinking — for a student who requires support for oral eating and drinking
- Transfer and positioning — for a student who requires support for transfer and positioning

Useful websites

<p>Acquired Brain Injury</p> <ul style="list-style-type: none"> • ABI Resources, RCH Paediatric Rehabilitation Service • Brain Australia, the Brain Foundation • Brain Injury Australia • Brain Link • Educating Educators about ABI, Brock University, Ontario 	<p>Cystic Fibrosis</p> <ul style="list-style-type: none"> • Cystic Fibrosis Australia • Cystic Fibrosis, Better Health Channel • Cystic Fibrosis, Chronic Illness Alliance • Cystic Fibrosis, Parent information, Royal Children's Hospital
<p>Cancer</p> <ul style="list-style-type: none"> • Cancer Council Victoria: Cancer in the School Community — which helps schools to support students, families and colleagues affected by cancer by providing simple answers to questions about what cancer is and how it is treated. • Cancer Council Victoria: Talking to Kids About Cancer — which can assist in discussing cancer with children. • Camp Quality puppets • Cancer, Chronic Illness Alliance • Children's Cancer Centre, Royal Children's Hospital • ONTrac at Peter Mac: Adolescents and Young Adults 	<p>Haemophilia</p> <ul style="list-style-type: none"> • Haemophilia Foundation Victoria, teachers info kit <p>Thalassaemia</p> <ul style="list-style-type: none"> • Thalassaemia, Better Health Channel

Further information and resources

- the Department's Policy and Advisory Library:
 - [Health Care Needs](#)
 - [Health Support Planning Forms](#)
 - [Complex Medical Care Supports](#)
 - [Child and Family Violence Information Sharing Schemes](#)
 - [Privacy and Information Sharing](#)
- KEPS specific Policies
 - KEPS Medication Policy
 - KEPS First Aid Policy
 - KEPS Anaphylaxis Policy
 - KEPS Asthma Policy

EVALUATION

This policy was last updated in May 2021 and is scheduled for review in 2025.

Policy Area: Health & Wellbeing

Effective Date: May 2021

Next Review: 2025