

1. Definitions

- 1.1 DET – Department of Education and Training
- 1.2 Principal Nominee – School Nurse or designated First Aid Officer

2. Purpose

- 2.1 To ensure that Coatesville Primary School provides appropriate support to students with health care needs.
- 2.2 To explain to Coatesville Primary School parents, carers, staff and students the processes and procedures in place to support students with health care needs at school.

3. Scope

- 3.1 This policy applies to:
 - 3.1.1 all staff, including casual relief staff and volunteers; and
 - 3.1.2 all students who have been diagnosed with a health care need that may require support, monitoring or medication at school.

4. Policy

- 4.1 This policy should be read with Coatesville Primary School's First Aid, Administration of Medication, Anaphylaxis and Asthma policies

Student health support planning

- 4.2 In order to provide appropriate support to students at Coatesville Primary School who may need medical care or assistance, a Student Health Support Plan will be prepared by the Principal, Assistant Principal or the Principal Nominee in consultation with the student, their parents, carers and treating medical practitioners.
- 4.3 Student Health Support plans help our school to assist students with:
 - 4.3.1 routine health care support needs, such as supervision or provision of medication;
 - 4.3.2 personal care support needs, such as assistance with personal hygiene, continence care, eating and drinking, transfers and positioning, and use of health-related equipment; and
 - 4.3.3 emergency care needs, such as predictable emergency first aid associated with asthma, seizure or diabetes management.
- 4.4 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.
- 4.5 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)
- 4.6 Coatesville 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.

- 4.7 Where necessary, Coatesville 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.
- 4.8 Student Health Support Plans will be reviewed:
- 4.8.1 when updated information is received from the student's medical practitioner;
 - 4.8.2 when the school, student or parents and carers have concerns with the support being provided to the student;
 - 4.8.3 if there are changes to the support being provided to the student and/or
 - 4.8.4 on an annual basis.

Management of confidential medical information

- 4.9 Confidential medical information provided to Coatesville Primary School to support a student will be:
- 4.9.1 recorded on the student's file; and
 - 4.9.2 shared with all relevant staff so that they are able to properly support students diagnosed with medical conditions and respond appropriately if necessary.

5. Further Information and Resources

- 5.1 Asthma Policy
- 5.2 First Aid Policy
- 5.3 Medications Policy
- 5.4 Medication Authority Form (Appendix A)
- 5.5 Medication Administration Log (Appendix B)
- 5.6 School Policy and Advisory Guide:
 - 5.6.1 Health Care Needs
<http://www.education.vic.gov.au/school/principals/spag/health/Pages/healthcareneeds.aspx>
 - 5.6.2 Healthcare Support Planning Forms
<http://www.education.vic.gov.au/school/principals/spag/health/Pages/supportplanning.aspx>
 - 5.6.3 Complex Medical Care Supports

6. Evaluation

- 6.1 This policy will be reviewed every three years as part of the school's regular policy review cycle.