

# HEALTH CARE NEEDS POLICY



*Charles La Trobe P-12 College takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures and practices meet all **Child Safety Standards as specified in Ministerial Order No. 870 (2015).***

## RATIONALE

- Under DET’s duty of care obligations to students, schools are required to ensure all students feel safe and supported at school. This includes supporting and responding to the health care needs of all students.
- The goals of the health care needs policy are to:
  - promote student engagement in learning and wellbeing
  - provide equitable access to education
  - respond to diverse student needs, including health care.
- Government schools have a responsibility to provide equitable access to education and respond to diverse student needs, including health care needs.
- DET must ensure appropriate regional staff are briefed in health support planning processes and provide schools with forms, advice and information.
- The Health Care Needs Policy is a pre-requisite to other health related policies.

## PURPOSE

- To support and respond to the health care needs of students.
- To ensure students feel safe and supported at school on enrolment or when a health care need is identified.
- To develop and maintain clear plans and processes to support the student’s health care needs.
- To promote student engagement in learning.
- To provide equitable access to education.
- To respond to diverse student needs, including health care.
- To ensure Charles La Trobe College complies with legislation and DET policy.

## IMPLEMENTATION

- To achieve the above goals, the school will provide:
  - short or long term first aid planning
  - supervision for safety
  - routine health and personal care support
  - complex medical care support if required
  - make local decisions
  - create innovative solutions to meet all students’ needs
  - anticipate, plan and manage health support
  - allocate time to discuss, practice and review health support planning policies and processes
- The school will:
  - ensure students feel safe and supported at school

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- on enrolment or when a health care need is identified develop and maintain clear plans and processes to support the student's health care needs
  - allocate time to discuss, practice and review health support planning policies and processes.
- The school will have a Student Health Support Plan or other specific health management plans (such as an Anaphylaxis Management Plan) for a student with an identified health need, based on medical advice from the student's medical/health practitioner and consultation with the student and parents/carers. Note: The Plan should be developed shortly after the school has received the medical advice from the student's medical practitioner. If there is a delay, the school may put in place an interim support plan containing an agreed strategy such as calling an ambulance.
  - The school will have policies and procedures available to the school community for planning for and supporting student health at school and the management of medication.
  - The school will provide 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 for excursions or camps and to meet complex medical care needs.
  - The school will communicate openly with students and families about successes achieved, development and changes and health and educational concerns.
  - The school will plan for most students to attend school camps and special events and take part in physical activities at school.
  - As part of the enrolment process, with due respect for student privacy, a record of student health needs and medication required will be recorded on CASES.
  - The school will ensure planning to meet students' health care needs follows four stages.

## *BEFORE ENROLMENT*

The Principal or nominee will inform parents/carers about the school's policy for supporting student health prior to or on enrolment .i.e. provide a copy of this policy.

## *WHEN A NEED IS IDENTIFIED*

The Principal or nominee will ensure that parents/carers provide accurate information about a student's:

- routine health care support needs, such as supervision for 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 an allergic reaction, seizure management, anaphylaxis, or diabetes.

The school will store information about the student's health condition and medication to be stored and supervised at school on CASES21.

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When information is being collected the Principal or nominee will ensure that parents/carers and students are informed about how their personal information will be used and who it might be disclosed to, such as school nurses.

## *PLANNING PROCESS*

It is essential that the student's medical/health practitioner provides a medical advice form that guides the planning and details the student's medical condition and the medication required at school.

The Principal or nominee will organise a meeting to discuss the plan with the student, parents/carers and other school staff, if required the recommended emergency and routine health and personal care support for the student. The plan should be developed shortly after the school has received the medical advice from the student's medical/health practitioner. If there is a time delay between receiving this advice and developing the plan, the school may put in place an interim support plan containing an agreed strategy, such as calling an ambulance. In relation to camps and excursions, the parents/carers will complete a Confidential Medical Information Form.

## *QUESTIONS TO CONSIDER:*

- Is it necessary to provide the support during the school day?
- How can the recommended support be provided in the simplest manner, with minimal interruption to the education and care program?
- Who should provide the support?
- Is this support complex and/or invasive?
- Is there staff training required?
- Are there any facilities issues that need to be addressed?
- How can the support be provided in a way that respects dignity, privacy, comfort and safety and enhances learning?
- Are there any care and learning plans that should be completed for students with personal care support?

## *MONITORING AND REVIEW*

Plans should be reviewed:

- when updated information is received from the student's medical or health practitioner
- when the school, student or parents/guardians have concerns regarding the support
- if there is a change in support
- the advice received from the medical or health practitioner is reviewed annually unless it is agreed that the annual review of the plan is not required. In this case, it is up to the Principal's or nominee's discretion whether to request updated medical information.

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## EVALUATION

This policy will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update Feb 2018).

## RATIFICATION

This update was ratified by the College Council on 15<sup>th</sup> February, 2018. This policy does not require school council ratification.

## REFERENCE

[www.education.vic.gov.au/school/principals/spag/health/Pages/healthcareneeds.aspx](http://www.education.vic.gov.au/school/principals/spag/health/Pages/healthcareneeds.aspx)