HEALTH CARE NEEDS POLICY

Help for non-English speakers

If you need help to understand the information in this policy, please contact Carlton North Primary School on (03) 9347-4822.

Somalian: Caawin kuwa aan ku hadlain afka Ingiriiska

Haddii aad u baahan tahay inaad fahamto macluumaadka ku saabsan nadaamkaan fadlan la xiriir Dugsiga Hoose ee North Carlton (Dugsiga Hoose ee Waqooyiga Carlton) (03) 9347-4822.

Arabic:

مساعدة للأشخاص غير المتحدثين باللغة الإنكليزية

إن كنت بحاجة إلى مساعدة في فهم المعلومات المُدرجة في هذه السياسة فيرجى الاتصال بمدرسة شمال كارلتون الابتدائية [Carlton North Primary School] على الرقم: 9347-4822 (03).

PURPOSE

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

OBJECTIVE

To explain to Carlton North Primary School 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 Carlton North Primary School's *First Aid, Administration of Medication, Anaphylaxis* and *Asthma* policies.

Student health support planning

In order to provide appropriate support to students at Carlton North Primary School who may need medical care or assistance, a Student Health Support Plan will be prepared by Assistant Principal in consultation with the student, their parents, carers, treating medical practitioners and DET visiting teacher, where appropriate.

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).

Carlton North 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.

Where necessary, Carlton North 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.

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.

Management of confidential medical information

Confidential medical information provided to Carlton North Primary 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.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes and staff training
- Available publicly on our school's website
- Discussed at staff briefings/meetings as required
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library (PAL):
  - Health Care Needs
  - Health Support Planning Forms
  - Complex Medical Care Supports
  - Child and Family Violence Information Sharing Schemes
  - Privacy and Information Sharing

- CNPS Administration of Medication Policy

POLICY REVIEW AND APPROVAL

Policy last reviewed	15/03/2026
Approved by	Principal – Matthew Ferguson
Next scheduled review date	15/03/2030

STUDENT HEALTH SUPPORT PLAN - Cover Sheet

Carlton North PRIMARY SCHOOL

This plan outlines how the school will support the student's health care needs, based on health advice received from the student's medical/health practitioner. This form must be completed for each student with an identified health care need (not including those with Anaphylaxis as this is done via an Individual Anaphylaxis Management Plan – see www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxisschl.aspx

This Plan is to be completed by the principal or nominee in collaboration with the parent/carer and student.

School:	Phone:
Student's name:	Date of birth:
Year level:	Proposed date for review of this plan:

Parent/carer contact information (1)	Parent/carer contact information (2)	Other emergency contacts (if parent/carer not available)
Name:	Name:	Name:
Relationship:	Relationship:	Relationship:
Home phone:	Home phone:	Home phone:
Work phone:	Work phone:	Work phone:
Mobile:	Mobile:	Mobile:
Address:	Address:	Address:

Medical /Health practitioner contact:

- ☐ General Medical Advice Form - for a student with a health condition
- ☐ School Asthma Action Plan
- ☐ Condition Specific Medical Advice Form – Cystic Fibrosis
- ☐ Condition Specific Medical Advice Form – Acquired Brain Injury
- ☐ Condition Specific Medical Advice Form – Cancer
- ☐ Condition Specific Medical Advice Form – Diabetes
- ☐ Condition Specific Medical Advice Form – Epilepsy
- ☐ Personal Care Medical Advice Form - for a student who requires support for transfers and positioning
- ☐ Personal Care Medical Advice Form - for a student who requires support for oral eating and drinking
- ☐ Personal Care Medical Advice Form - for a student who requires support for toileting, hygiene and menstrual health management

List who will receive copies of this ***Student Health Support Plan***:

1. Student's Family 2. Other: _____3. Other:_____

The following ***Student Health Support Plan*** has been developed with my knowledge and input

Name of parent/carer or adult/mature minor** student: _____ Signature: _____ Date: _____

***Please note: Mature minor is a student who is capable of making their own decisions on a range of issues, before they reach eighteen years of age. See: Decision Making Responsibility for Students - School Policy and Advisory Guide*

Name of principal (or nominee): _____ Signature: _____ Date: _____

Privacy Statement

The school collects personal information so as the school can plan and support the health care needs of the student. Without the provision of this information the quality of the health support provided may be affected. The information may be disclosed to relevant school staff and appropriate medical personnel, including those engaged in providing health support as well as emergency personnel, where appropriate, or where authorised or required by another law. You are able to request access to the personal information that we hold about you/your child and to request that it be corrected. Please contact the school directly or FOI Unit on 96372670.

HOW THE SCHOOL WILL SUPPORT THE STUDENT'S HEALTH CARE NEEDS

Student's name:	
Date of birth:	Year level:
What is the health care need identified by the student's medical/health practitioner?	
Other known health conditions:	
When will the student commence attending school?	
Detail any actions and timelines to enable attendance and any interim provisions:	

Below are some questions that may need to be considered when detailing the support that will be provided for the student's health care needs. These questions should be used as a guide only.

Support	What needs to be considered?	Strategy – how will the school support the student's health care needs?	Person Responsible for ensuring the support
Overall Support	Is it necessary to provide the support during the school day?	*For example, some medication can be taken at home and does not need to be brought to the school.*	
	How can the recommended support be provided in the simplest manner, with minimal interruption to the education and care program?	*For example, students using nebulisers can often learn to use puffers and spacers at school.*	
	Who should provide the support?	*For example, the principal should conduct a risk assessment for staff and ask:* *Does the support fit with assigned staff duties, the scope of their position, and basic first aid training (see the Department's First Aid Policy www.education.vic.gov.au/hrweb/ohs/health/firstaid.htm* *Are additional or different staffing or training arrangements required?*	
	How can the support be provided in a way that respects dignity, privacy, comfort and safety and enhances learning?	*For example, detail the steps taken to ensure that the support provided respects the student's dignity, privacy, comfort and safety and enhances learning.*	
First Aid	Does the medical/health information highlight any individual first aid requirements for the student, other than basic first aid?	*Discuss and agree on the individual first aid plan with the parent/carer.* *Ensure that there are sufficient staff trained in basic first aid (see the Department's First Aid Policy www.education.vic.gov.au/hrweb/ohs/health/firstaid.htm* *Ensure that all relevant school staff are informed about the first aid response for the student.*	
	Are there additional training modules that staff could undertake to further support the student, such as staff involved with excursions and specific educational programs or activities?	*Ensure that relevant staff undertake the agreed additional training* *Ensure that there are contingency provisions in place (whilst awaiting the staff member to receive training), to facilitate the student's attendance at school.*	

Complex medical needs	Does the student have a complex medical care need?	*Is specific training required by relevant school staff to meet the student's complex medical care need?* *The Schoolcare Program enables students with ongoing complex medical needs to have their health care requirements met safely at school. This program is available to students who would be unable to attend school without the procedure being performed by appropriately trained staff. Following the referral process, RCH nurses will attend your school and provide specialist training to nominated school staff.* *Further information about the Schoolcare Program may be found in the Schoolcare Program Guidelines and Referral form at: www.education.vic.gov.au/school/teachers/learningneeds/Pages/programsupp.aspx*	
Personal Care	Does the medical/health information highlight a predictable need for additional support with daily living tasks?	*Detail how the school will support the student's personal care needs, for example in relation to nose blowing, washing hands, toileting care (including menstrual health management and other aspects of personal hygiene)* *Would the use of a care and learning plan for toileting or hygiene be appropriate?*	
Routine Supervision for health-related safety	Does the student require medication to be administered and/or stored at the School?	*Ensure that the parent/carer is aware of the school's policy on medication management.* *Ensure that written advice is received, ideally from the student's medical/health practitioner for appropriate storage and administration of the medication – via the Department's Medication Authority Form.* *Ensure that a medication log or equivalent official medications register is completed by the person administering the taking of the medication.*	
	Are there any facilities issues that need to be addressed?	*Ensure the school's first aid room/sick bay and its contents provide the minimum requirements and discuss whether other requirements can be facilitated in this room to meet the student's health care needs.* *Ensure the school provides necessary reasonable adjustments to assist a student who requires a wheelchair or other technical support. Discuss requirements and possible modifications with the parent/carer/student.*	
	Does the student require assistance by a visiting nurse, physiotherapist, or other health worker?	*Detail who the worker is, the contact staff member and how, when and where they will provide support.* *Ensure that the school provides a facility which enables the provision of the health service.*	
	Who is responsible for management of health records at the school?	*Ensure that information privacy principles are applied when collecting, using, retaining or disposing of personal or health information.*	

	Where relevant, what steps have been put in place to support continuity and relevance of curriculum for the student?	*For example, accommodation in curriculum design and delivery and in assessment for a student in transition between home, hospital and school; for a student's attendance (full-time, part-time or episodically).*	
Other considerations	Are there other considerations relevant for this health support plan?	*For example, in relation to behaviour, such as special permission to leave group activities as needed; planned, supportive peer environment.* *For example, in relation to the environment, such as minimising risks such as allergens or other risk factors.* *For example, in relation to communication, is there a need to formally outline the communication channels between the school, family and health/medical practitioner?* *For example, is there a need for planned support for siblings/peers?*	