

## Cranbourne West Primary School

# HEALTH CARE NEEDS POLICY

### **RATIONALE:**

Cranbourne West Primary School endeavours to provide appropriate support to students with identified health care needs.

### **AIM:**

To ensure Cranbourne West Primary School parents, carers, staff and students understand 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.

### **IMPLEMENTATION:**

This policy should be read with Cranbourne West 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 Cranbourne West Primary School who may need medical care or assistance, a Student Health Support Plan will be prepared by appropriate personnel 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.

Health Planning Form templates: <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)

Health Planning Form templates: <http://www.education.vic.gov.au/school/principals/spag/health/Pages/supportplanning.aspx>

Cranbourne West 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, Cranbourne West 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 school 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 Cranbourne West 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 the following ways:

- Included in the staff induction processes and staff training
- Included in the staff handbook
- Available publicly on our school's website and Parents Central platform
- Discussed at staff meetings as required
- Discussed at parent information nights and forums
- Hard copy available from the school administration on request

### **FURTHER INFORMATION AND RESOURCES**

- School Policy and Advisory Guide:
  - Health Care Needs
  - Health Support Planning Forms
  - Complex Medical Care Supports
  - Privacy and Information Sharing
  - Child and Family Violence Information Sharing Schemes
- The following Cranbourne West Primary School policies:
  - First Aid
  - Asthma
  - Anaphylaxis
  - Medication
- This policy is available on the school web site and Central Parental platform. It is also referenced in the Enrolment Pack.
- This policy is included in the Staff Handbook
- A hard copy is available from the school administration on request

## EVALUATION

This policy will be reviewed on a bi-annual cyclic basis

### POLICY REVIEW AND APPROVAL

<u>Policy last reviewed</u>	June 2022
<u>Approved by</u>	Principal
<u>Next scheduled review date</u>	June 2024