



## **HEALTH CARE NEEDS POLICY**

### **Rationale**

- Under the Department of Education and Training's (DET) 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 children.
- To ensure children 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 children's health care needs.
- To promote student engagement in learning.
- To provide equitable access to education.
- To respond to diverse needs of children, including health care.
- To ensure Tarneit Rise Primary School 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
  - time to discuss, practice and review health support planning policies and processes
- The school will:
  - ensure children feel safe and supported at school
  - 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 children with an identified health

need, based on medical advice from the child's medical/health practitioner and consultation with parents/carers.

Note: The Plan should be developed shortly after the school has received the medical advice from the 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 children's health at school and the management of medication.
- The school will provide training for school staff in basic first aid to meet the specific health needs of children 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 children and families about successes achieved, development and changes and health and educational concerns.
- The school will plan for all children 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 the child's health needs and medication required will be recorded on CASES.
- The school will ensure planning to meet children's health care needs follows four stages.

#### Before Enrolment

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

#### When a Need is Identified

The principal 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 child's health condition and medication to be stored and supervised at school on CASES21.

When information is being collected the principal will ensure that parents/carers and children 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 discretion whether to request updated medical information.

- When information is being collected the Principal 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.
- Please refer also to the school's Duty of Care Policy, the Anaphylaxis Management Policy, the Asthma Management Policy, Blood-Borne Viruses, Epilepsy & Seizures and the Diabetes Management Policies.

### Evaluation

- This policy will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update early July 2017).

<u>Ratification Date</u>	<u>Review Date</u>	<u>Policy Number</u>	<u>Version Number</u>	<u>Date Produced</u>
October 2017	2019	40	1	September 2017

Reference:

<http://www.education.vic.gov.au/school/principals/spag/health/Pages/healthcareneeds.aspx>  
[http://www.education.vic.gov.au/childhood/providers/regulation/Pages/meet\\_health\\_needs.aspx](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/meet_health_needs.aspx)  
<http://www.education.vic.gov.au/childhood/providers/regulation/Pages/medicalconditions.aspx>