

PURPOSE

To ensure that Sandringham East Primary School provides appropriate support to students with health care needs.

OBJECTIVE

To explain to Sandringham East 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.

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POLICY

This policy should be read with Sandringham East Primary School's *First Aid, Administration of Medication, Anaphylaxis and Asthma* policies. Further to these, the school will have specific policies for *Complex Medical Needs* based on particular additional student needs, such as epilepsy and diabetes.

Student health support planning

In order to provide appropriate support to students at Sandringham East Primary School who may need medical care or assistance, a Student Health Support Plan will be prepared in consultation between the school, the student, their parents/carers and treating medical practitioners, as part of the Student Support Group (SSG). The key contact, in most cases, will be the Assistant Principal and this will be communicated to all stakeholders.

Student Health Support plans help our school to assist students with:

- inclusion and equal access to schooling and extra-curricular activities and events
- 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).

Sandringham East 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, Sandringham East 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 Sandringham East 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

It is the responsibility of the parents/carers/guardians to inform the school of any health care needs. This includes anaphylaxis and asthma, as well as other conditions and medical needs such as epilepsy and diabetes. This information must be communicated to the school as early as possible in the enrolment process, or upon learning of the child's health care need, to ensure sufficient time to prepare for the child's inclusion and put necessary adjustments and accommodations in place.

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
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required (in relation to students with Complex Medical Needs)
- Discussed at relevant parent information nights/sessions pertaining to student enrolments/transition
- Reminders in our school newsletter
- Digital or hard copy available from school administration or Principal 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](#)

REVIEW

This policy will be reviewed as part of the school's three-year review cycle.

Approved by School Council August 2021.