

# Student Health Care Needs Policy

Leading Teacher: Wellbeing Leader

Endorsed by Council: November, 2022

Due for Review: November, 2025



## Help for non-English speakers

If you need help to understand the information in this policy, please contact Wooranna Park Primary School via phone (03) 9795 2007 or email [wooranna.park.ps@education.vic.gov.au](mailto:wooranna.park.ps@education.vic.gov.au).

<b>Purpose</b>	To ensure that Wooranna Park Primary School provides appropriate support to students with health care needs.
<b>Objectives</b>	To explain to Wooranna Park Primary School parents, carers, staff and students the processes and procedures in place to support students with health care needs at school.
<b>Scope</b>	<p>This policy applies to:</p> <ul style="list-style-type: none"> <li>• all staff, including casual relief staff and volunteers</li> <li>• all students who have been diagnosed with a health care need that may require support, monitoring or medication at school.</li> </ul>
<b>Policy</b>	<p>This policy should be read with Wooranna Park Primary School's <i>First Aid, Administration of Medication, Anaphylaxis and Asthma</i> policies.</p> <p><b>Student health support planning</b></p> <p>In order to provide appropriate support to students at Wooranna Park Primary School who may need medical care or assistance, a Student Health Support Plan will be prepared by a Leading Teacher in consultation with the student, their parents, carers and treating medical practitioners.</p> <p>Student Health Support plans help our school to assist students with:</p> <ul style="list-style-type: none"> <li>• routine health care support needs, such as supervision or provision of medication</li> <li>• personal care support needs, such as assistance with personal hygiene, continence care, eating and drinking, transfers and positioning, and use of health-related equipment</li> <li>• emergency care needs, such as predictable emergency first aid associated with asthma, seizure or diabetes management.</li> </ul> <p>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.</p> <p>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)</p>

	<p>Wooranna Park 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.</p> <p>Where necessary, Wooranna Park 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.</p> <p>Student Health Support Plans will be reviewed:</p> <ul style="list-style-type: none"> <li>• when updated information is received from the student's medical practitioner</li> <li>• when the school, student or parents and carers have concerns with the support being provided to the student</li> <li>• if there are changes to the support being provided to the student, or</li> <li>• on an annual basis.</li> </ul> <p><b>Management of confidential medical information</b></p> <p>Confidential medical information provided to Wooranna Park Primary School to support a student will be:</p> <ul style="list-style-type: none"> <li>• recorded on the student's file</li> <li>• shared with all relevant staff so that they are able to properly support students diagnosed with medical conditions and respond appropriately if necessary.</li> </ul> <p>This policy will be communicated to our school community in the following ways:</p> <ul style="list-style-type: none"> <li>• Included in staff induction processes and staff training</li> <li>• Available publicly on our school's website [or insert other online parent/carer/student communications platform]</li> <li>• Included in staff handbook/manual</li> <li>• Discussed at staff briefings/meetings as required</li> <li>• Included in transition and enrolment packs</li> <li>• Reminders in our school newsletter</li> <li>• Hard copy available from school administration upon request</li> </ul>
<p><b>Further Information and Resources</b></p>	<p>The Department's <i>Policy and Advisory Library (PAL)</i>:</p> <ul style="list-style-type: none"> <li>○ <a href="#">Health Care Needs</a></li> <li>○ <a href="#">Health Support Planning Forms</a></li> <li>○ <a href="#">Complex Medical Care Supports</a></li> <li>○ <a href="#">Child and Family Violence Information Sharing Schemes</a></li> <li>○ <a href="#">Privacy and Information Sharing</a></li> </ul>