



HEALTH CARE NEEDS POLICY

PURPOSE

Broadmeadows Valley Primary School (BVPS) provides responsive and appropriate support to students with health care needs. The purpose of the BVPS Health Care Needs Policy is to communicate to parents, carers, staff and students the processes and procedures in place to support students with health care needs. This policy explains the processes, procedures and documentation to adequately support and respond to students with identified health care needs, complex medical needs and who require personal care support.

SCOPE

This policy applies to all staff, including casual relief staff, volunteers and all students who have been diagnosed with a health care need that may require support, monitoring or medication during school times.

DEFINITIONS

Complex Medical Care: Complex medical care often requires school staff to undertake specific training to meet the student's individual health needs. These needs cannot be addressed through basic first aid training and staff may be involved in:

- tracheostomy care
- seizure management
- medication by injection or rectal suppository
- administering suction
- tube feeding
- specialised medical procedures

Personal Care Support: Personal care support is daily living support, usually provided by parents or carers. Students may require the provision of assistance for:

- toileting and personal hygiene
- eating and drinking
- transferring and positioning of the student

Students may need personal care support due to:

- age
- developmental delay
- medical conditions
- short term circumstances (such as a student wearing a plaster cast)

- long term circumstances (such as complex medical care needs)

POLICY

This policy should be read in conjunction with Broadmeadows Valley Primary School *First Aid, Medical Distribution, Anaphylaxis* and *Asthma* Policies. Staff have a duty of care to take reasonable steps to prevent reasonably foreseeable harm to students. This includes supporting and responding to the health care needs of all students. Refer to the Department's policy on Duty of Care for further information.

POLICY IMPLEMENTATION GUIDELINES

Student Health Support Planning

A Student Health Support Plan will be developed for students diagnosed with a specific health concern or who may need care and assistance whilst at school. The Student Health Support Plan will be prepared by the Student Wellbeing Leader in consultation with the student, their parents, carers and relevant treating medical practitioners.

Student Health Support Plans will 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.

Personal Care Support

Schools must:

- fulfil their duty of care to students by assisting with personal care needs
- detail personal care support requirements and the person(s) responsible in the Student Health Support Plan.

As with all health and personal care support, assisting a student with the management of personal hygiene routines will be conducted in a manner that maximises the student's safety, comfort, independence, dignity, privacy and learning. Management practices must also reflect occupational health and safety standards for the school.

Schools should consider whether assistance and advice are required from specialists such as physiotherapists, occupational therapists or speech pathologists, or if the student is eligible for other external support agencies.

Provision of Complex Medical Care at School

The Department does not expect or require teachers to provide complex medical care. When it is agreed that specialised medical procedures may be needed to enable a student to attend school then:

- designated school staff must receive specific training to allow them to meet the student's individual health care need
- the Student Health Support Plan should:

1. be guided by medical advice received by the student's medical practitioner via the Department's General Medical Advice Form
2. describe specific training requirements
3. include procedures that make use of local medical services such as ambulances, local doctors, health centres, hospitals and community nurses when practical.

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.

Initiating a Student Health Care Plan

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). Broadmeadows Valley Primary school may invite parents and carers to attend a Student Support Group meeting to discuss and communicate the contents of their child's Health Support Plan (**See Attachment 1**) and outline any assistance that their child may require at school or during school activities.

Where necessary, Broadmeadows Valley 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.

Reviewal of Student Health Support Plans

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 Broadmeadows Valley 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 when necessary.

COMMUNICATION

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

- Available publicly on our school's website (or insert other online parent/carer/student communication method)
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

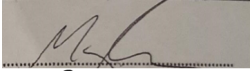
- **School Policy and Advisory Guide:**
 - [Health Care Needs](#)
 - [Health Support Planning Forms](#)
- **Template health planning forms are available here:**
<http://www.education.vic.gov.au/school/principals/spag/health/Pages/supportplanning.aspx>
 - [Complex Medical Needs](#)
- **Broadmeadows Valley Primary School:** First Aid, Medical Distribution, Anaphylaxis and Asthma Policies. BVPS Health Plan Template – **Attachment 1**

Related Topics

- COVID-19 — Human Resources
- COVID-19 — Teaching and Learning
- COVID-19 — Health, Wellbeing and Inclusion Workforces
- OHS Management System Overview — COVID-19 employee health, safety and wellbeing support for schools (including COVID Safe Plan)

EVALUATION AND RATIFICATION

The BVPS Health Care Needs Policy will be reviewed as part of the school’s three-year review cycle or before in line with DET requirements or mandates. Relevant Broadmeadows Valley Primary School staff will monitor and review the effectiveness of this policy in conjunction with other BVPS health and safety related policies.

POLICY	BVPS HEALTH CARE NEEDS POLICY
BVPS Council President	Signed: 
BVPS Principal	Signed: <u> C. Fianco </u>
Reviewed	August 2021

Ratified	/ /2021
----------	---------



Broadmeadows Valley PRIMARY SCHOOL

HEALTH CARE NEEDS POLICY

STUDENT HEALTH SUPPORT PLAN - Cover Sheet

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/anaphylaxischl.aspx)

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

School: BROADMEADOWS VALLEY PRIMARY 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:

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

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?	<i>For example, some medication can be taken at home and does not need to be brought to the school.</i>	
	How can the recommended support be provided in the simplest manner, with minimal interruption to the education and care program?	<i>For example, students using nebulisers can often learn to use puffers and spacers at school.</i>	
	Who should provide the support?	<i>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?</i>	
	How can the support be provided in a way that respects dignity, privacy, comfort and safety and enhances learning?	<i>For example, detail the steps taken to ensure that the support provided respects the student's dignity, privacy, comfort and safety and enhances learning.</i>	
First Aid	Does the medical/health information highlight any individual first aid requirements for the student, other than basic first aid?	<i>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.</i>	
	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?	<i>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.</i>	
Complex medical needs	Does the student have a complex medical care need?	<i>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</i>	

Support	What needs to be considered?	Strategy – how will the school support the student’s health care needs?	Person Responsible for ensuring the support
		<p>and Referral form at: www.education.vic.gov.au/school/teachers/learningneeds/Pages/programsupp.aspx</p>	
Personal Care	Does the medical/health information highlight a predictable need for additional support with daily living tasks?	<p><i>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)</i></p> <p><i>Would the use of a care and learning plan for toileting or hygiene be appropriate?</i></p>	
Routine Supervision for health-related safety	Does the student require medication to be administered and/or stored at the School?	<p><i>Ensure that the parent/carer is aware of the school’s policy on medication management.</i></p> <p><i>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.</i></p> <p><i>Ensure that a medication log or equivalent official medications register is completed by the person administering the taking of the medication.</i></p>	
	Are there any facilities issues that need to be addressed?	<p><i>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.</i></p> <p><i>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.</i></p>	
	Does the student require assistance by a visiting nurse, physiotherapist, or other health worker?	<p><i>Detail who the worker is, the contact staff member and how, when and where they will provide support.</i></p> <p><i>Ensure that the school provides a facility which enables the provision of the health service.</i></p>	
	Who is responsible for management of health records at the school?	<p><i>Ensure that information privacy principles are applied when collecting, using, retaining or disposing of personal or health information.</i></p>	
	Where relevant, what steps have been put in place to support continuity and relevance of curriculum for the student?	<p><i>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).</i></p>	
Other considerations	Are there other considerations relevant for this health support plan?	<p><i>For example, in relation to behaviour, such as special permission to leave group activities as needed; planned, supportive peer environment.</i></p> <p><i>For example, in relation to the environment, such as minimising risks such as allergens or other risk factors.</i></p> <p><i>For example, in relation to communication, is there a need to formally outline the communication channels between the school, family and health/medical practitioner?</i></p> <p><i>For example, is there a need for planned support for siblings/peers?</i></p>	