



HEALTH CARE NEEDS POLICY Brunswick South Primary School

Policy Implementation Date	Review Date	Responsible for Review
May 2018	May 2021	Policy Subcommittee

Purpose

To ensure that Brunswick South Primary School (BSPS) provides appropriate support to students with health care needs. It also explains to parents, carers, staff and students the processes and procedures in place to support these students.

Scope

This policy applies to:

- all students who have been diagnosed with a health care need that may require support, monitoring or medication at school and their parents and carers
- all staff, including casual relief staff and volunteers.

This policy does not relate to the operations of the Outside School Hours Care program.

This policy should be read in conjunction with BSPS's *First Aid, Administration of Medication, Anaphylaxis* and *Asthma* policies.

Policy

Student health support planning

In order to provide appropriate support to students at BSPS who may need medical care or assistance, a Student Health Support Plan will be prepared by the Student Wellbeing Coordinator and the Assistant Principal, 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.

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 and 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).

BSPS 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, BSPS 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.

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 BSPS 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 with Parents / Carers

BSPS staff will regularly communicate with the student's parents and carers about the student's successes, development, changes and any health and education concerns. In particular the frequency and severity of the student's symptoms and use of medication at school.

Communication plan

This policy will be available on BSPS's website so that parents, carers and other members of the school community can easily access information about BSPS's health care needs support and procedures.

In addition, it will be promoted in the school's family booklet.

Further information and resources

- School Policy Advisory Guide
 - Health Care Needs.
<http://www.education.vic.gov.au/school/principals/spag/health/Pages/healthcareneeds.aspx#link80>
 - Complex Medical Needs
<http://www.education.vic.gov.au/school/principals/spag/health/Pages/complexneeds.aspx>
 - Health Support Planning Form
<http://www.education.vic.gov.au/school/principals/spag/health/Pages/supportplanning.aspx>
- Medication Authority Form – available from BSPS Front Office
- Medication Administration Log – available from BSPS Front Office

Related School Policies

- Administration of Medication policy
- Anaphylaxis policy
- Asthma policy
- Camping policy
- Excursion policy
- First Aid policy