



ELTHAM HIGH SCHOOL

POLICY *Health Care Needs Policy*



Help for non-English speakers

If you need help to understand the information in this policy please contact Eltham High School on (03) 9430 5111.

INTRODUCTION

This policy ensures that Eltham High School provides appropriate support to students with health care needs. This policy should be read with Eltham High School's First Aid, Administration of Medication, Anaphylaxis, and Asthma policies.

PHILOSOPHY

At Eltham High School we aim to ensure all students feel safe and supported at school. We do this by working with families to ensure that clear plans and processes are developed and maintained to support students' healthcare needs, either on enrolment or when a healthcare need is identified. In addition, we allocate time to discuss, practice and review health support planning policies and processes.

POLICY STATEMENT

To explain to Eltham High School parents, carers, staff, and students the processes and procedures in place to support students with health care needs at school.

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.

Student health support planning

In order to provide appropriate support to students at Eltham High School who may need medical care or assistance, a Student Health Support Plan will be prepared by the First Aid Officer in conjunction with the Sub-School (leader or coordinator) 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.

Note: Template health planning forms are available here: <https://www2.education.vic.gov.au/pal/health-care-needs/resources>

Students with an identified medical condition are required to have a current medical action plan to assist with health support planning at school.

Eltham High School requires medical details to be provided for all students upon enrolment at the school and requires families to provide an update on medical conditions annually. We require an update of medical action plans for all medical conditions no later than the beginning of Term Two each year. In addition, families will have the opportunity to review and update details when the Student Information Details are sent out at the beginning of Semester Two each year.

Eltham High 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, Eltham High 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.

The list below describes the information that is required by the school and includes links to sample plans for specific student health support needs.

Anaphylaxis

- ASCIA Action Plan for Anaphylaxis (to be signed off by a medical practitioner)
 - For EpiPen:
https://www.allergy.org.au/images/stories/anaphylaxis/2021/ASCIA_Action_Plan_Anaphylaxis_Red_EpiPen_2021_WEB.pdf
 - For Anapen:
https://www.allergy.org.au/images/stories/anaphylaxis/2022/ASCIA_Action_Plan_Anaphylaxis_Red_Anapen_2022.pdf
- Individual Anaphylaxis Management Plan, where relevant

For further information on allergies, plans and resources, visit <https://www.allergy.org.au/hp/anaphylaxis>

Asthma

- Asthma Action Plan (to be signed off by a medical practitioner)
https://asthma.org.au/wp-content/uploads/2020/08/AAAAP2022-Asthma-Action-Plan-A4_v8_Toolkit_editable.pdf
- Asthma Care Plan for Education and Care Services (to be signed off by a medical practitioner)
https://asthma.org.au/wp-content/uploads/2021/09/AA2022_Care-Plan-for-Schools-A4_v2_editable.pdf

Diabetes

Diabetes Action Plan (to be signed off by a medical practitioner)

- Twice daily injections:
<https://s3-ap-southeast-2.amazonaws.com/dv-resources/OrchestraCMS/a1f0o0000FUgHzAAL.pdf>
- Multiple daily injections:
<https://s3-ap-southeast-2.amazonaws.com/dv-resources/OrchestraCMS/a1f0o0000FUgHpAAL.pdf>
- Insulin pump:
<https://s3-ap-southeast-2.amazonaws.com/dv-resources/OrchestraCMS/a1f0o0000FUgHuAAL.pdf>

Epilepsy

- Epilepsy Management Plan (to be signed off by a medical practitioner)
 - For one seizure type: <https://epilepsyfoundation.org.au/wp-content/uploads/2019/09/EMP-Seizure-x-1-unrestricted.pdf>
 - For multiple seizure types: <https://epilepsyfoundation.org.au/wp-content/uploads/2019/09/EMP-Seizure-x-2-unrestricted.pdf>
- Emergency medication plan for seizure emergencies (to be signed off by a medical practitioner)

If a child has a specific medical condition that is not identified above then it is the expectation of the school that the parents inform the school and provide a medical action plan to support us to address the specific health and wellbeing needs of the child whilst at school.

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 Eltham High 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

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
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

BASIS OF DISCRETION

The School Council has responsibility for the establishment, evaluation and review of school policies. The School Principal has the responsibility to ensure that school policies are implemented effectively.

Minor changes to the policy (changes that will not affect the spirit of the policy) may be made at the discretion of the Principal.

The Policy Review and Evaluation process will recommend any major changes to the policy to School Council.

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](#)

RELATED POLICIES

DET School Policy & Advisory Guide – First Aid Needs

<https://www.education.vic.gov.au/hrweb/safetyhw/Pages/firstaidohsms.aspx>

DET Medication Policy

<https://www2.education.vic.gov.au/pal/medication/policy>

First Aid in the Workplace – Worksafe

<https://content.api.worksafe.vic.gov.au/sites/default/files/2020-02/ISBN-Compliance-code-first-aid-in-the-workplace-2008-09.pdf>

DET Excursion Support – First Aid

<https://www2.education.vic.gov.au/pal/excursions/guidance/first-aid>

DET Safety, Emergency and Risk Management

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursionsafety.aspx>

<https://www2.education.vic.gov.au/pal/risk-management-schools/policy>

Eltham High School Policies

- Anaphylaxis
- Asthma
- Camps & Excursions Policy
- Mobile Phone Policy
- Administration of Medication

REVIEW

Policy last reviewed	17/05/23
Approved by	Vincent Sicari
Next scheduled review date	05/26

Date Endorsed: **17/05/23**

Executive Officer

Eltham High School Council

CONSULTATION PROCESS AND WORKING PARTY INFORMATION:

This policy was written by: Lucy Blackburne

Consultation has taken place with the relevant group(s) in the following list:

Group	Consultation ✓
School Operations Committee	
Staff	
Students (randomly selected group)	
Parents (randomly selected group)	
Members of the Community	
Other (where relevant please specify)	
Planning and Policy Review Team of Council (Mandatory)	✓
School Council (Mandatory)	✓

PROCESS FOR POLICY DEVELOPMENT AND REVIEW

The Policy is developed or reviewed by the Policy Writer or Policy Writing Team using the agreed "Policy Template"

The policy is presented to the Planning and Policy Review Team

Relevant groups are consulted in relation to the policy by the Policy Writer / Policy Writing Team

Feedback is addresses by the Policy Writer /Policy Writing Team

The policy is re-presented to the Planning and Policy Review Team

Approved

The policy is presented to the School Council for endorsement

The policy is endorsed by the School Council

Further Clarification

Additional Feedback

Re-presented

