



### Help for Non-English Speakers

If you need help to understand the information in this policy please contact Kalinda Primary School on (03) 9876 3289.

## HEALTH CARE NEEDS POLICY

### PURPOSE

To ensure that Kalinda Primary School (Kalinda PS) provides appropriate support to students with Health Care Needs.

### OBJECTIVE

To explain to Kalinda PS 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.

### POLICY

This policy should be read with Kalinda PS's First Aid Policy, Administration of Medication Policy, Anaphylaxis Policy, Asthma Policy, Epilepsy Policy and Diabetes Policy.

### Student Health Support Planning

In order to provide appropriate support to students at Kalinda PS who may need medical care or assistance, a Student Health Support Plan will be prepared by Kalinda PS Nurse in consultation with the student, their parents, carers and treating medical practitioners and approved by the Principal or Assistant Principal. The Classroom Teacher and the Wellbeing Counsellor will be issued with a copy of the Student Health Support Plan.

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
- health care needs that may impact a student's learning capability and/or capacity
- health care needs that effect classroom participation and/or engagement.

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).



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This information will be updated on CASES21, as part of the student's information profile.

**Note:** Template health planning forms are available here: [Health Planning Form](#)

Kalinda PS 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, Kalinda PS 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 Kalinda PS to support a student will be:

- recorded in the student's file
- recorded on Administration Drive (U Drive)
- recorded on CASES21
- available to Student Counsellors and shared with all relevant staff so that they are able to properly support students diagnosed with medical conditions and respond appropriately if necessary.

#### **FURTHER INFORMATION AND RESOURCES**

- The Department's Policy and Advisory Library (PAL):
  - Anaphylaxis
  - Allergy & Anaphylaxis Australia
- ASCIA Guidelines: Schooling and childcare
- Royal Children's Hospital: Allergy and immunology
- First Aid Policy
- Administration of Medication Policy
- Health Support Planning Forms
- Complex Medical Needs Policy
- Anaphylaxis Policy
- Asthma Policy
- Diabetes Policy
- Epilepsy Policy
- Ambulance Policy
- Head Lice Policy
- Student Engagement and Wellbeing Policy
- Privacy Policy
- Excursions Policy

#### **POLICY REVIEW AND APPROVAL**

Policy last reviewed	March 2023
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Approved by	Principal
Next scheduled review date	March 2026

The Kalinda PS Principal will complete the Department's Annual Risk Management Checklist for anaphylaxis management to assist with the evaluation and review of this policy and the support provided to students at risk of anaphylaxis.