

# Health Care Needs Guidelines

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Diocese of Sale  
Catholic Education Ltd

Inspiring *Faith* Inspiring *Learning*

## 1.0 Introduction

The Diocese of Sale Catholic Education Limited (**DOSCEL**) Secretariat and all primary and secondary Catholic schools managed and operated by DOSCEL (**Schools**) have a responsibility to provide equitable access to education and respond to diverse student needs, including health care needs.

The purpose of these Guidelines is to support students who may need medical care or assistance at primary and secondary schools managed and operated by DOSCEL.

## 2.0 Scope

These Guidelines apply to all primary and secondary Catholic schools managed and operated by DOSCEL.

## 3.0 Guidelines

### 3.1 Management Strategies

This table outlines the strategies for Schools to manage students with identified health care needs.

Strategy	Schools must:
<b>Student health support planning</b>	Have a Student Health Support Plan ( <b>Plan</b> ) or other specific health management plan (such as an Anaphylaxis Management Plan) for a student with an identified health need, based on: <ul style="list-style-type: none"> <li>• medical advice from the student's medical/health care practitioner</li> <li>• consultation with the student and parents, guardians and/or carers.</li> </ul>
<b>Policies and procedures</b>	Have policies and procedures available to the school community for: <ul style="list-style-type: none"> <li>• planning for and supporting student health at school</li> <li>• the management of medication.</li> </ul>
<b>Training</b>	Have training for school staff: <ul style="list-style-type: none"> <li>• in basic first aid</li> <li>• to meet specific student health needs not covered under basic first aid training, such as managing asthma</li> <li>• to meet complex student medical care needs.</li> </ul>
<b>Communication</b>	Communicate openly with students and families about: <ul style="list-style-type: none"> <li>• successes achieved</li> <li>• development and changes</li> <li>• health and educational concerns.</li> </ul>
<b>Encouraging physical activity and camps</b>	Plan for students with health care needs to: <ul style="list-style-type: none"> <li>• attend school camps and special events</li> <li>• take part in physical activities at school.</li> </ul>

## 4.0 Health Care Needs Planning

Schools must follow the four (4) stages to develop a Student Health Support Plan or any other specific health management plan (i.e. Anaphylaxis Management Plan).

1. Before enrolment
2. When a need is identified
3. Planning process
4. Monitoring and reviewing

### Stage 1: Before Enrolment

Principals should inform parents, guardians and carers about the DOSCEL Health Care Needs Policy for supporting student health prior to and upon enrolment.

### Stage 2: When a Need is Identified

Principals should ensure that parents, guardians and carers provide accurate information about a student's:

- routine health care support needs, such as supervision for 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 an allergic reaction, seizure management, anaphylaxis, or diabetes.

Schools should securely store information about:

- the student's health condition
- medication to be stored and supervised at school.

**Note:** When information is being collected, principals (or their delegate) must ensure that parents, guardians and carers and students are informed about how their personal information will be used and to whom it might be disclosed, such as school nurses, other health professionals or first aid officers. However, Schools may disclose personal information (including confidential medical information) to other entities without the knowledge or consent of any parent, guardian, carer or student, where this is required or authorised by law (including to other prescribed Information Sharing Entities (ISEs) for the purposes of information sharing under the Child Information Sharing Scheme (CISS) or Family Violence Information Sharing Scheme (FVISS)). Other ISEs include Victoria Police and family violence specialist services. For more information, see: [Information Sharing and Family Violence Reforms Contextualised Guidance](#), [Child Information Sharing Scheme Ministerial Guidelines](#), [Family Violence Information Sharing Guidelines](#) and [Family Violence Multi-Agency Risk Assessment and Management Framework](#).

### Stage 3: Planning Process

The following table describes how Schools plan for a student with health care needs to attend school, and school activities, including camps and excursions.

Step:	Description
1	<p>The student's medical/health care practitioner provides a medical advice form that:</p> <ul style="list-style-type: none"> <li>• guides the planning</li> <li>• details:               <ul style="list-style-type: none"> <li>– the student's medical condition</li> <li>– medication required at school</li> <li>– recommended emergency and routine health and personal care support for the student.</li> </ul> </li> </ul>
2	<p>In relation to school activities, including camps and excursions, parents, guardians and carers must provide medical information and consent for each activity to assist the school with completing appropriate planning, including staff ratio requirements, first aid officer attendance and other risk assessment documentation.</p>
3	<p>The principal (or delegate) organises a meeting to discuss the Plan with:</p> <ul style="list-style-type: none"> <li>• the student</li> <li>• parents, guardians and carers</li> <li>• other school staff, if required (e.g. the classroom teacher).</li> </ul> <p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. The Plan should be developed shortly after the school has received the medical advice from the student's parents, guardians and/or carers and medical/health care practitioner. If there is a time delay between receiving this advice and developing the Plan, the school may put in place an interim support Plan containing an agreed strategy, such as calling an ambulance.</li> <li>2. Questions to consider:         <ul style="list-style-type: none"> <li>• Is it necessary to provide the support during the school day?</li> <li>• How can the recommended support be provided in the simplest manner, with minimal interruption to the education and care program?</li> <li>• Who should provide the support?</li> <li>• Is this support complex and/or invasive?</li> <li>• Is there staff training required?</li> <li>• Are there any facilities issues that need to be addressed?</li> <li>• How can the support be provided in a way that respects dignity, privacy, comfort and safety and enhances learning?</li> <li>• Are there any care and learning plans that should be completed for students with personal care support?</li> </ul> </li> </ol>

## Stage 4: Monitoring and Review

Student Health Support Plans or any other specific health management plan should be reviewed:

- when updated information is received from the student's medical or health care practitioner
- when the school, student or parents, guardians and/or carers have concerns in the support
- if there is a change in support
- at least annually.

The advice received from the medical or health practitioner is reviewed annually unless it is agreed that the annual review of the plan is not required. In this case, the principal (or delegate) has discretion whether to request updated medical information.

## 5.0 DUTY OF CARE

Schools are required to ensure all students feel safe and supported at school.

Principals and teachers are held to a high standard of care in relation to students. The duty requires principals and teachers to take reasonable steps to minimise the risk of reasonably foreseeable harm. This includes ensuring that medical assistance is provided to an ill or injured student.

Principals and teachers must ensure that they follow any guidance contained in the Family Violence Multi-Agency Risk Assessment and Management Framework when considering any family violence risk. In some circumstances, this may include facilitating information sharing with other entities under the CISS or FVISS.

## 6.0 RELATED POLICIES AND PROCEDURES

- DOSCEL Anaphylaxis Policy
- DOSCEL Duty of Care Policy
- DOSCEL First Aid Policy
- DOSCEL First Aid and Infection Prevention and Control Procedures
- DOSCEL Off-Site Supervision of Students Policy
- DOSCEL On-Site Supervision of Students Policy
- DOSCEL Responding to Anaphylaxis Policy
- Student Medical Condition Management Plan Form Template