



# HEALTH CARE NEEDS POLICY

## PURPOSE

To ensure that Kew Primary School provides appropriate support to students with health care needs.

## OBJECTIVE

To explain to Kew Primary School 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 the school's *First Aid, Administration of Medication, Anaphylaxis Management, Asthma Management* and other health related policies.

### **Student health support planning**

In order to provide appropriate support to students at Kew Primary School who may need medical care or assistance, a Student Health Support Plan will be prepared by 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.

Note: Template health planning forms are available at:  
<http://www.education.vic.gov.au/school/principals/spag/health/Pages/supportplanning.aspx>

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 enrollment 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).

The 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, we may also request consent from parents/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 the 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.

### **FURTHER INFORMATION AND RESOURCES**

School Policy and Advisory Guide:

- <https://www.education.vic.gov.au/school/principals/spag/health/Pages/healthcareneeds.aspx#link80>
- <https://www.education.vic.gov.au/school/principals/spag/health/Pages/supportplanning.aspx>
- <https://www.education.vic.gov.au/school/principals/spag/health/Pages/complexneeds.aspx>

### **REVIEW CYCLE**

This policy was reviewed by the Education, Policy & Communications Committee in March 2020.

This policy will be reviewed as part of the school's three year review cycle or if guidelines change.

Reference:

[www.education.vic.gov.au/school/principals/spag/health/Pages/healthcareneeds.aspx](http://www.education.vic.gov.au/school/principals/spag/health/Pages/healthcareneeds.aspx)