

MELBOURNE HIGH SCHOOL

HEALTH CARE NEEDS POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school on 98260711 or at mhs@mhs.vic.edu.au.

PURPOSE

To ensure that Melbourne High School provides appropriate support to students with health care needs.

OBJECTIVE

To explain to Melbourne High 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 Melbourne High School's *First Aid*, *Administration of Medication*, *Anaphylaxis* and *Asthma* policies.

Student health support planning

In order to provide appropriate support to students at Melbourne High School who may need medical care or assistance, a Student Health Support Plan will be prepared by The School Nurse or The Student Wellbeing Coordinator in consultation with the student, their parents, carers and treating medical practitioners.

When a health care need is identified, the family are provided with a *General Medical Advice Form* (see Appendix A), to have completed by the students treating doctor/specialist. It then forms the basis of the 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.

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).

Melbourne 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, Melbourne 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.

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 Melbourne 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
- Available on the Student Management System, Compass
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Reminders in our school newsletter
- Hard copy available from school administration upon request

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](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2022
Approved by	Principal – Dr Tony Mordini
Next scheduled review date	July 2026



General Medical Advice Form

for a student with a health condition

This form is to be completed by the student's medical/health practitioner providing a description of the health condition and first aid requirements for a student with a health condition. This form will assist the school in developing a Student Health Support Plan which outlines how the school will support the student's health care needs. **Please only complete those sections in this form which are relevant to the student's health support needs.**

Name of School: _____

Student's Name: _____ Date of Birth: _____

MediAlert Number (if relevant): _____ Review date for this form: _____

Description of the Condition

Observable signs and symptoms:

Frequency and severity:

Triggers (if applicable):

First Aid

If the student becomes ill or injured at school, the school will administer first aid and call an ambulance if necessary. If you anticipate the student will require anything other than a standard first aid response, please provide details on the next page so special arrangement can be negotiated

Observable sign/reaction	First aid response
<div style="border: 1px solid black; height: 74px;"></div>	<div style="border: 1px solid black; height: 74px;"></div>
<div style="border: 1px solid black; height: 74px;"></div>	<div style="border: 1px solid black; height: 74px;"></div>
<div style="border: 1px solid black; height: 74px;"></div>	<div style="border: 1px solid black; height: 74px;"></div>
<div style="border: 1px solid black; height: 74px;"></div>	<div style="border: 1px solid black; height: 74px;"></div>

Privacy Statement

The school collects personal information so as the school can plan and support the health care needs of the student. Without the provision of this information the quality of the health support provided may be affected. The information may be disclosed to relevant school staff and appropriate medical personnel, including those engaged in providing health support as well as emergency personnel, where appropriate, or where authorised or required by another law. You are able to request access to the personal information that we hold about you/your child and to request that it be corrected. Please contact the school directly or FOI Unit on 96372670.

<u>Authorisation:</u>
Name of Medical/health practitioner:
Professional Role:
Signature:
Date:
Contact details:
Name of Parent/Carer or adult/independent student **:
Signature:
Date:

If additional advice is required, please attach it to this form

**Please note: Adult student is a student who is eighteen years of age and older. Independent student is a student under the age of eighteen years and living separately and independently from parents/guardians (See: [Decision Making Responsibility for Students - School Policy and Advisory Guide](#)).