

## Health Care Needs Policy - October 2023



### Help for non-English speakers

If you need help to understand the information in this policy please contact the school.

### Purpose

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

### Objective

To explain to Lalor East 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 Lalor East Primary School's *First Aid, Administration of Medication, Anaphylaxis* and *Asthma* policies.

### Student health support planning

In order to provide appropriate support to students at Lalor East Primary School who may need medical care or assistance, a Student Health Support Plan will be prepared by Home Group teacher, Student Wellbeing Coordinator and First Aid Officer in consultation with the student, their parents, carers and treating medical practitioners. Depending on the health issue, other staff may be consulted including teacher aides.

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

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, for example, Action Plans for Asthma, Anaphylaxis and Allergic Reactions.

Lalor East Primary 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, Lalor East Primary 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 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 Lalor East Primary 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:
- Health Care Needs Policy
- [Health Support Planning Forms](#)
- Administration of Medication Policy

### **Policy Status and Review**

This policy is a requirement under the Victorian Registration and Qualifications Authority [VRQA] Minimum Standards.

This policy will be reviewed every three years as part of the school policy review cycle, following changes to Departmental legislation and guidelines or at times that the Principal forms the opinion that the policy warrants a review.

### **Approval**

<b>Created date</b>	September 2023
<b>Consultation</b>	School Council, Office Staff
<b>Endorsed by</b>	School Council Scott Duncan, Acting Principal
<b>Endorsed on</b>	24 October 2023
<b>Next review date</b>	October 2026

