

1. Rationale:

Students with complex medical care needs must have a Student Health Support Plan which provides for appropriate staff to undertake specific training to meet the student's particular needs

2. Aims:

- To provide information to Greenvale Primary School parents, carers, staff and students about the processes and procedures in place to support students with health care needs at school.
- 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.

3. Implementation:

3.1 Student Health Support Planning

- In order to provide appropriate support to students at Greenvale Primary School who may need medical care or assistance, a Student Health Support Plan will be prepared by the School Nurse 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.
- 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)
- Greenvale 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, Greenvale 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 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.
- Template health planning forms are available here:
<https://www2.education.vic.gov.au/pal/health-care-needs/resources>
- 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.

3.2 Management of Confidential Medical Information

- Confidential medical information provided to Greenvale 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.

3.3 Communication

- This policy will be available
 - on our school's website
 - Discussed and given to relevant staff as required
 - Hard copy available from school administration upon request

References and Related Documents:

- DET School Policy Advisory Library (PAL) -policy information
<https://edugate.eduweb.vic.gov.au/edrms/keyprocess/cp/SitePages/SchoolPoliciesDetail.aspx?CId=58>
- DET School Policy Advisory Library (PAL) – medical care forms
<https://www2.education.vic.gov.au/pal/health-care-needs/resources>
- School Policies
 - *Medication Policy*
 - *Anaphylaxis Policy*
 - *Asthma Policy*
 - *First Aid Policy*
- *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	October 2024
Approved by	Principal School Council 3.12.2024
Next scheduled review date	October 2027 (every 4 years)