

# Health Care Needs Policy



## Help for non-English speakers

If you need help to understand the information in this policy, please contact Pakenham Primary School on 03 5918 3900 or [pakenham.ps@education.vic.gov.au](mailto:pakenham.ps@education.vic.gov.au).

## Purpose

To ensure that Pakenham Primary School provides appropriate support to students with health care needs, and explain to 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 Pakenham Primary School's *First Aid*, *Administration of Medication*, *Anaphylaxis* and *Asthma* policies.

### 1. Student health support planning

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

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).

Pakenham 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, Pakenham 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.

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.

## 2. Management of confidential medical information

Confidential medical information provided to Pakenham 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.

## Communication

This policy will be communicated to our school community in the following ways:

- Available publicly on our school’s website
- Discussed at staff briefings/meetings, as required
- Discussed at parent information nights/sessions, as required
- Reminders and updates on Compass, as required
- Hard copy available from school administration upon request



## Further information and resources

This policy should be read in conjunction with the following policies on 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

This policy will be reviewed every 3-4 years by the School Council to confirm/enhance internal control procedures. Proposed amendments to this policy will be discussed with relevant staff and School Council if applicable.

School Council President	School Principal
Name: Travis Methel	Name: Gail Butterworth
Signed: 	Signed: 

**Health Care Needs Policy**

<b>Approval Date</b>	September 3rd, 2024
<b>Next Scheduled Review Date</b>	September, 2028

<b>Version</b>	<b>Date</b>	<b>Modification</b>	<b>Consultation</b>	<b>Modified By</b>
Draft	July 2018	Personalised policy to Pakenham Primary School		Gail Butterworth
Version 1	September 2021	Updated policy to new DET template		Rachael Kimber
Version 2	September 2024	Reviewed and prepared for school council and community feedback, as part of regular evaluation. Updated based on the newest template for compliance with Child Safe Standards. Changes include: <ul style="list-style-type: none"> <li>• adding contact details to the first section</li> <li>• altering the Policy review section to ensure compliance.</li> <li>• Removed objective section</li> </ul>	School Council: September 3rd, 2024  Community consultation through Compass Post: September, 2024	Rachael Kimber