Lysterfield Primary School

HEALTH CARE NEEDS

Help for non-English speakers

If you need help to understand the information in this policy please contact lysterfield.ps@education.vic.gov.au.

PURPOSE

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

OBJECTIVE

To explain to Lysterfield 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 Lysterfield 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 Lysterfield Primary School who may need medical care or assistance, a Student Health Support Plan will be prepared by the Assistant Principal – Inclusion and Wellbeing 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.

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The school will store information on CASES21 about the student's health condition and medication to be stored and supervised at school.

a) The health support plan for students at Lysterfield are recorded and kept as hard copies, which are stored in the first aid room.
b) Health support plans, needs and incidents are recorded on Edusafe Plus.

2.3 The Student Health Support Plan should:

a) Be based upon medical advice from the student's medical/health practitioner and be developed in consultation with the student's parents/guardians
b) Describe specific training requirements
c) Include procedures that make use of local medical services such as ambulances, local doctors, health centres, hospitals and community nurses when practical
d) Outline specialised medical procedures

Note: Procedures normally requiring the involvement of a registered nurse may not be able to be undertaken by school staff

2.4 Assistance available to support students needing complex medical care will be sought when appropriate from:

a) Program for Students with Disabilities
b) Student Support Service Officers including Visiting Teacher Service (physical disabilities/impairments, hearing impairment, vision impairment)
c) 'Schoolcare' program provided by the Royal Children's Hospital
d) Condition specific organisations (e.g. Epilepsy Foundation, Asthma Foundation, Victorian Continence Resource Centre)

2.5 Staff Training:

a) An appropriate number of school staff will have Level 2 First Aid training
b) All staff will have anaphylaxis and asthma training according to the school's
c) Anaphylaxis and Asthma policies
d) Designated staff will have specific training according to the identified needs of individual students.
e) Medication will be managed according to the school's Medication Policy.

2.6 Monitoring and Review:

Plans should be reviewed when:

a) Updated information is received from the student's medical or health practitioner
b) The school or parents/carers (or student when appropriate) have concerns in the support
c) If there is a change in support

d) At least annually

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) which are kept on record along with the health care plan information.

Lysterfield 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, Lysterfield 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.

Management of confidential medical information

Confidential medical information provided to Lysterfield 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:

- Included in staff induction processes and staff training
- Available publicly on our school's website
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

This policy is underpinned by the:

- Anaphylaxis Management Policy
- Asthma Management Policy
- First Aid Policy
- Medication Management Policy
- Student Welfare Policy

POLICY REVIEW AND APPROVAL

This policy was last updated on February 2022 and is scheduled for review in February 2023.

The Lysterfield leadership team and Lysterfield PS first aid staff will review the effectiveness of the school's Health Care Needs Policy on a cyclical basis in accordance with DET guidelines and priorities.