



# Health Care Needs Policy

## **Rationale:**

To explain to Upwey South Primary School parents, carers, staff and students 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.

## **Purpose:**

To ensure schools meet their specific first aid needs to student at school or on approved school activities.

## **Guidelines:**

This policy should be read with Upwey South 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 Upwey South Primary School who may need medical care or assistance, a Student Health Support Plan will be prepared by the First Aid Officer 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)

Upwey South 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, Upwey South 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 Upwey South Primary School to support a student will be:

- recorded on the student's file
- housed in the first aid room
- shared with all relevant staff so that they are able to properly support students diagnosed with medical conditions and respond appropriately if necessary.

To display a photo of a student and a description of their health care needs in a staff area, consent is required from parents/guardians.

### **Further Information and Resources:**

SPAG (School Policy and Advisory Guide)

- Anaphylaxis Management Policy 2018
- Asthma Management Policy
- Medication Management Policy 2018
- First Aid Policy 2018

### **Review Cycle:**

This policy was last updated on 18th June 2018 and is scheduled for review in June 2021