



# HEALTH CARE NEEDS POLICY

---

## PURPOSE

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

## OBJECTIVE:

To explain to Altona 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 visitors and volunteers;
- all students who have been diagnosed with a health care need that may require support, monitoring or medication at school.

## POLICY IMPLEMENTATION

This policy should be read with Altona Primary School's *First Aid, Administration of Medication, Anaphylaxis* and *Asthma* policies (and any other relevant policies - see Further Information and Resources).

### Student health support planning

In order to provide appropriate support to students at Altona Primary School who may need medical care or assistance, a Student Health Support Plan will be prepared by the Assistant Principal (or delegated staff member), in consultation with parents, carers and the student if required, and if possible, 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.

**NOTE:** See Health Care Support Plan APPENDIX A

Students with complex medical care needs, for example, diabetes, 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. (Note: For provision of health care needs for students with Anaphylaxis or Asthma, is covered in the school's **Anaphylaxis** and **Asthma Policies**)

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)

Altona 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.



## HEALTH CARE NEEDS POLICY

---

Where necessary, Altona 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 when required

### Management of confidential medical information

Confidential medical information provided to Altona 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

#### Related School Policies

- First Aid Policy
- Administration of Medication Policy
- Anaphylaxis Management Policy
- Asthma Management Policy
- Duty of Care Policy
- Camps and Excursions Policy
- Child Safe Policy

#### Related DET Resources

- [DET School Policy & Advisory Guide](#)

The Department's Policy and Advisory Library:

- [Health Care Needs](#)
- [Health Support Planning Forms](#)
- [Complex Medical Care Supports](#)

### EVALUATION AND REVIEW

This policy will be reviewed as per the review schedule and/or as necessary due to changes in regulations or circumstances.