

POLICY TITLE: Health Care Needs Policy

LAST REVIEWED: February 2023

SCHEDULED REVIEW DATE: February 2027

ENPS MISSION: We maximise the potential of all; empowering independence, excellence, innovation and engagement with the world.

Critical Engagement  
with the World

Academic Excellence

Inclusive Learning  
Environment

Personal and Social  
Wellbeing

### PURPOSE

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

### OBJECTIVE

To explain to Essendon North Primary School parents, carers, staff and students the processes and procedures in place to support students with health care needs at school. This policy explains the processes, procedures and documentation that are implemented at Essendon North Primary School to adequately support and respond to students with identified health care needs, complex medical needs and who require personal care support.

### 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 Essendon North Primary School's *First Aid*, *Administration of Medication*, *Anaphylaxis* and *Asthma* policies.

Essendon North Primary School has a responsibility to provide equitable access to education and respond to diverse student needs, including health care needs. Research and evidence suggests early intervention to address health care needs is critical to mitigate life-long disadvantages, particularly for students in their early years.

Essendon North Primary School will:

- support and make reasonable adjustments for students with health care needs.
- develop, review and implement a Student Health Support Plan to support the student's health care needs when a health care need is identified.
- allocate time for relevant staff to discuss and review health support planning policies, processes and individual student plans.

### **Student health support planning**

In order to provide appropriate support to students at Essendon North Primary School who may need medical care or assistance, a Student Health Support Plan will be prepared by our First Aid Officer, Student Wellbeing Coordinator or Principal 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.

*Please Note: health planning forms are available here:*

<https://www2.education.vic.gov.au/pal/health-care-needs/resources>

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).

*Please Note: health planning forms are available here:*

<https://www2.education.vic.gov.au/pal/health-care-needs/resources>

Essendon North 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, Essendon North 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.

### **Provision of complex medical care at school**

The Department does not expect or require teachers to provide complex medical care. When it is agreed that specialised medical procedures may be needed to enable a student to attend school then:

- designated school staff must receive specific training to allow them to meet the student's individual health care need
- the Student Health Support Plan should:
  - be guided by medical advice received by the student's medical practitioner via the Department's [General Medical Advice Form](#).
  - describe specific training requirements.
  - include procedures that make use of local medical services such as ambulances, local doctors, health centres, hospitals and community nurses when practical.

### **Curriculum planning and support for students with specific health care needs**

For students with specific health support needs, Essendon North Primary School will:

- ensure continuity and relevance of the education program
- design curriculum that allows delivery and assessment for students who need to:
  - transition between hospital, home and school.
  - attend school part-time or episodically.
  - support the student's connection to school, including developing and maintaining social networks.

The school in which the student is enrolled retains responsibility for the student's curriculum when they are in hospital or recuperating at home. Hospital based education staff may also assist the school in supporting the student.

### **Management of confidential medical information**

Confidential medical information provided to Essendon North 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 staff in the following ways:

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

## FURTHER INFORMATION AND RESOURCES:

The Department's Policy and Advisory Library:

- [Health Care Needs](#)
- [Health Support Planning Forms](#)
- [Complex Medical Care Supports](#)
- [Child and Family Violence Information Sharing Schemes](#)
- [Privacy and Information Sharing](#)

## RELATED POLICIES

- [Anaphylaxis Policy](#)
- [Asthma Policy](#)
- [Duty of Care Policy](#)
- [First Aid for Students and Staff Policy](#)
- [Administration of Medication Policy](#)
- Occupational Health and Safety Act 2004 (Vic)
- Occupational Health and Safety Regulations 2017 (Vic)
- WorkSafe Compliance Code – First Aid in the Workplace

## HELP FOR NON-ENGLISH SPEAKERS



If you need help to understand the information in this policy please contact Essendon North Primary School on (03) 9379 3979.

## POLICY REVIEW AND APPROVAL

Policy Last Reviewed	February 2023
Approved By	Kate Barletta
Next Scheduled Review Date	February 2027