

# **MICKLEHAM PRIMARY SCHOOL**

## **STUDENT MEDICAL NEEDS POLICY**

### **SCOPE**

This policy applies to all members of the school community at Mickleham Primary School.  
This policy will be made available upon request

### **AUTHORISATION**

This policy was adopted at **Mickleham Primary School** at the School Council Meeting 17 February, 2010.

### **REVIEW DATE**

This policy shall be reviewed on a **tri-annual basis** and updated if required.

### **INTRODUCTION**

At any one time, a student can have a health condition or need care that could impact on their attendance and participation during any school activities. This can require short or long-term first aid planning, supervision for safety, routine health and personal care support and occasionally complex medical care needs.

Mickleham Primary School together with the Department of Education and Early Childhood Development acknowledges that early intervention is critical, especially in relation to a student with an identified health care need. It is essential that upon enrolment or when a health care need is identified, that the school has clear plans and processes in place to support the student's health care need.

### **RESPONSIBILITIES**

In relation to planning health support parent /carers, school staff and students all have responsibilities. The following outlines the roles and responsibilities of each of these groups.

#### **Parent Responsibilities:**

Parents / carers are primarily responsible for the health and wellbeing of their children. It is the parents /carers responsibilities to:

- Inform the school, either at enrolment or diagnosis, of your child's health care needs
- Obtain information from your child's medical/health practitioner about their health condition ideally by requesting they complete a relevant *Medical Advice Form* (available from the school) and provide this advice to the school
- Meet with the school to develop a *Student Health Support Plan* or in the case of Anaphylaxis an *Anaphylaxis Management Plan*
- Provide all medication (within the use-by date) to the school with written instructions ideally by your child's medical/health practitioner on a *Medication Authority Form* or an *Action Plan for Anaphylaxis* or the *School Asthma Action Plan* for asthma
- Assist school staff in the planning and preparation for your child, prior to their attendance at school camps, excursions, incursions or special events such as class parties or sports days
- Inform the school of any changes to your child's health care needs as well as emergency contact details
- Participate in reviews of the *Student Health Support Plan* when there is a change to your child's health condition or at an annual review
- Assist your child to self manage, as much as is safe and practicable, their health and personal care needs

**Student Responsibilities:**

When of a suitable age students responsibilities are to:

- To take responsibility for the daily management of their own health and personal care needs in non-emergency situations for example an older student using their asthma puffer as required or a student with an allergy not sharing their lunch with others. These responsibilities need to be part of the *Student Health Support Plan*.

**Staff Responsibilities:**

For students with health support needs, school staff have the following responsibilities:

- Understand and inform parents/carers about the health support planning policies and procedures within the school
- Take part in the development of a *Student Health Support Plan* and understand and follow the strategies outlined
- Take part in, where appropriate, the development of learning and care programs which accommodate the *Student Health Support Plan*
- Deliver classroom learning programs that support safe and effective health care management for example teaching students about the need to wash hands before eating
- Plan ahead for special class activities or special occasions such as excursions, incursions, sport days, camps and parties
- Support a range of curriculum access options, modifying curriculum or activities to suit the medical/health needs of individual students
- Offer alternative programs where participation in the planned program could place students with health issues at risk
- Encourage students to have good hygiene practices, particularly washing and drying hands
- In line with their duties, training and a negotiated *Student Health Support Plan*, school staff should undertake personal care duties
- With the knowledge and expertises received through relevant training, school staff should support students who have complex/invasive health care needs
- In line with duties, undertake management of health care related records, store and supervise medication administration, make periodic documentation of behaviour observations as they relate to a particular medical condition
- Report to parents any relevant observations relating to health concerns, for example increased use of asthma reliever medication
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**First Aid Coordinator Responsibilities:**

First Aid Coordinators should take a lead role in supporting the principal and staff in the health support planning process. They should:

- Have knowledge of those students with *Student Health Support Plans* including the first aid response noted on the plans
- Together with office staff ensure that student's emergency contact details are up to date
- Undertake the responsibilities outlined in the *First Aid Policy*
- Ensure all medications supplied by the student are within their use-by date, including medication used for emergencies
- In line with duties, undertake management of health care related records, store and supervise medication administration, make periodic documentation of behaviour observations as they relate to a particular medical condition
- Work with staff to conduct regular reviews of management strategies and regular risk assessment
- Work with staff to develop strategies to raise awareness in the school community about health and safety issues

**Principal Responsibilities:**

Principals have the following responsibilities for student medical needs:

- Overall responsibility for implementing policy and processes to ensure that a student's health care needs are planned and supported

- Undertake the health support planning steps for all new students to the school
- Communicate to the school community the school's policy and processes in relation to health support planning
- Encourage ongoing communication between parents/carers and the school about the current health care needs of the student
- Ensure delegated staff responsibilities reflect position descriptions
- Ensure the allocation of staff duties to support for short and long-term health needs of students
- Ensure procedures are in place to inform relief teachers of students with health care needs and the steps required for prevention and emergency response
- Ensure that relevant staff, including first aid coordinators, are informed about any changes to a student's details, including changes to emergency contact information. These details need to be checked and updated each term.
- Undertake the responsibilities in relation to emergency and security management
- Manage confidentiality of health information received and apply the department's privacy principles when collecting, using, retaining or disposing of personal or health information
- Allocate time during staff meetings or Professional Development meetings to discuss, practice and review the schools policy and procedures for student health support planning
- Be aware of health care services, including nursing and therapy services, which may visit the school

## STEPS FOR STUDENT HEALTH SUPPORT IN SCHOOL

At Mickleham Primary we aim to provide every student with the individual support that may be required should they have specific medical / health support needs. The following four step procedure outlines the processes we will undertake:

### Step 1: Before / at enrolment

- The Principal or Business Manager should inform parents/carers about the school's policy for supporting student health
- Outline to parents their responsibilities associated with the policy and in particular the need to inform the school immediately of any health support their child may require

### Step 2: When a need is identified

- Ensure that parents/carers provide accurate information about a student's routine health and personal care support needs and emergency care needs
- Medical advice is required from the student's medical/health practitioner if there is an indication that a student has a health care need. The medical advice must provide relevant information about the student's medical condition, document the recommended emergency treatment and outline routine health and personal care support for the student.
- For any student requiring medication whilst at school, the school must receive written directions ideally from the student's medical/health practitioner. The parent / carer is required to complete the *Medication Authority Form* or *Anaphylaxis or Asthma Management Forms*
- Information about the student's health condition as well as medication to be stored and supervised at school will be recorded in the CASES21 database
- Develop a *Student Health Support Plan* shortly after the school has received the appropriate medical advice from the student's medical/health practitioner.
- When developing the *Student Health Support Plan* consideration should be given to the requirements when a child attends an excursion and these considerations need to be included in the plan
- The parent/carer should complete a Confidential Medical Form for School Council Approved Camps and Excursion and a specific *Student Health Support Plan, Asthma Management Plan or Anaphylaxis Plan* to ensure the school has the latest information regarding the health needs of your child

**Step 3: The Planning Process**

- The Principal or a principal nominee will organise a meeting to negotiate the development of a *Student Health Support Plan* with the student's parents/carers and other relevant school staff. This Support Plan should be guided by the medical advice received by the student's medical/health practitioner.
- A range of questions will assist in planning support:
  - *Is it necessary to provide the support during the school day?*
  - *How can the recommended support be provided in the simplest manner, with minimal interruption to the education and care program?*
  - *Who should provide the support?*
  - *Is this support complex and/or invasive?*
  - *Is there staff training required?*
  - *Are there any facilities issues that need to be addressed?*
  - *How can the support be provided in a way that respects dignity, privacy, comfort and safety and enhances learning?*
  - *Are there any care and learning plans that should be completed for student with personal care support?*

**Step 4: Monitoring and review**

- Identify a date when medical advice received by the student's medical/health practitioner should be reviewed (generally within 12 months)
- *Student Health Plans* should be annually reviewed

**Forms available from the office that are required to be completed by parents**

- **Medication Authority Form**
- **Asthma Management Plan**
- **Condition Specific Medical Advice Forms** (available for conditions such as Epilepsy, Diabetes, Acquired Brain Injury, Cancer and Cystic Fibrosis)
- **General Medical Advice Form** for students with a health condition