



Education
and Training

LIVING OUR
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EVERYDAY



HEALTH CARE NEEDS POLICY

PURPOSE

To ensure that Wellington Secondary College provides appropriate support to students with identified health care needs, complex medical needs and who require personal care support.

OBJECTIVE

To explain to Wellington Secondary College 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 Wellington Secondary College's [First Aid](#), [Administration of Medication](#), [Anaphylaxis](#) and [Asthma](#) policies.

Wellington Secondary College 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

DUTY OF CARE

Staff have a duty of care to take reasonable steps to prevent reasonably foreseeable harm to students. This includes supporting and responding to the health care needs of all students. Refer to the Department's policy on [Duty of Care](#) for further information.

DEVELOPMENT OF A LOCAL HEALTH CARE NEEDS POLICY

Schools must have policies and procedures available to the school community for:

- supporting students with specific health care needs and
- the management of medication

STUDENT HEALTH SUPPORT PLANNING

In order to provide appropriate support to students at Wellington Secondary College who may need medical care or assistance, a Student Health Support Plan must be completed for each student with an identified health care need, other than anaphylaxis or an allergy (see Anaphylaxis and Allergies about the requirements for those conditions). Plans will be prepared by the College Nurse in consultation with the student, their parents, carers and treating medical practitioners.

To develop a Student Health Support Plan, Wellington Secondary College will:

- work with families to develop the plan, guided by advice from the student's treating medical/health practitioner
- include actions in the plan as to how the school will support the student's health care needs
- communicate regularly with parents about the student's health care needs at the school and update the plan if necessary.

Students with Asthma, Diabetes, or Epilepsy need to provide their (condition specific) health management plan to the school, and have a Student Health Support Plan developed, which outlines how the school will support the student's health care needs.

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 available [here](#) (or relevant equivalent).

Wellington Secondary College 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, Wellington Secondary College 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 Wellington Secondary College 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.

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 [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, schools must:

- 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.

OTHER MANAGEMENT STRATEGIES FOR STUDENTS WITH SPECIFIC HEALTH CARE NEEDS

TRAINING FOR SCHOOL STAFF

Wellington Secondary College will access training for school staff:

- in basic first aid
- to meet specific student health needs not covered under basic first aid training, such as managing asthma or epilepsy
- to meet complex medical care needs, such as the [Schoolcare Program](#)

COMMUNICATION, PHYSICAL ACTIVITY AND CAMPS

Wellington Secondary College will communicate with families about any health or development concerns. It is also important for schools to make reasonable adjustments to enable students with health care needs to participate in physical education and other physical activities, camps and excursions wherever possible.

PERSONAL CARE SUPPORT

Wellington Secondary College will:

- fulfil their duty of care to students by assisting with personal care needs
- detail personal care support requirements and the person(s) responsible in the Student Health Support Plan

As with all health and personal care support, assisting a student with the management of personal hygiene routines must be conducted in a manner that maximises the student's safety, comfort, independence, dignity, privacy and learning. Management practices must also reflect occupational health and safety standards for the school.

There are specific forms that may be completed by a medical / health care practitioner for the following circumstances:

- [Contenance care](#)
- [Supervision of eating and drinking](#)
- [Mobility Assistance](#)

DEFINITIONS

COMPLEX MEDICAL CARE

Complex medical care often requires school staff to undertake specific training to meet the student's individual health needs. These needs cannot be addressed through basic first aid training and staff may be involved in:

- tracheostomy care
- seizure management
- medication by injection or rectal suppository
- administering suction
- tube feeding
- specialised medical procedures

PERSONAL CARE SUPPORT

Personal care support is daily living support, usually provided by parents or carers. Students may require the provision of assistance for:

- toileting and personal hygiene
- eating and drinking
- transferring and positioning of the student

Students may need personal care support due to:

- age
- developmental delay
- medical conditions
- short term circumstances (such as a student wearing a plaster cast)
- long term circumstances (such as complex medical care needs)

RELATED POLICIES

- [Contenance Care](#)
- [Duty of Care](#)
- [Eating and Drinking Supervision](#)
- [Mobility Assistance](#)
- [Personal Hygiene](#)
- [Personal Liability of School Employees](#)

RELEVANT LEGISLATION

- [Disability Discrimination Act 1992 \(Cth\)](#)
- [Equal Opportunity Act 2010 \(Vic\)](#)
- [Occupational Health and Safety Act 2004 \(Vic\)](#)

REVIEW AND EVALUATION CYCLE

This policy was last updated June 2020 and is scheduled for review in June 2023.