

309 Health Care Needs Policy

Purpose

1. To ensure that Community College Gippsland and ECG Secondary College, to be referred to as CCG for the purpose of this policy, provides appropriate support to students with health care needs.

Objective

2. To explain to CCG parents, carers, staff, and students the processes and procedures in place to support students with health care needs at CCG.

Scope

3. 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 CCG.

Policy

4. This policy should be read with CCG.s First Aid, Administration of Medication, Anaphylaxis and Asthma policies.

Student Health Support Planning

5. In order to provide appropriate support to students at CCG who may need medical care or assistance, a Student Health Support Plan will be prepared by Campus Lead teachers, supported by the CCG Wellbeing team and Administration staff, in consultation with the student, their parents, carers and treating medical practitioners.
6. Student Health Support plans help our college 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.
7. 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.
8. 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).

Document ID:	309 Health Care Needs Policy			No. of pages:	1 of 2
TOID:	4181	School no:	2062	Previous revision:	Apr-2024
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9. CCG 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 CCG or during school activities.
10. Where necessary, CCG 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.
11. Student Health Support Plans will be reviewed:
 - when updated information is received from the student's medical practitioner.
 - when CCG, a 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

12. Confidential medical information provided to CCG 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

13. Under the VRQA's Guidelines to the Minimum Standards for School Registration, schools are required to have evidence of how they communicate this policy to staff, students, parents, guardians and the school community.
14. This policy will be communicated to our school community in the following ways: Included in staff induction processes and staff training
 - Available publicly on our school's website
 - Included in staff handbook/manual.
 - Discussed at staff briefings/meetings as required.
 - Included in transition and enrolment packs.
 - Discussed at parent information sessions.
 - Reminders in our school newsletter.
 - Hard copy available from school administration upon request.

Relationships

- 347 Medication Management policy
- 347-1 Medication Management procedure
- 347-1 Storage of Medication Management Plan
- 301 First Aid Policy and Procedures Handbook
- 303 Asthma Policy and Procedure
- 304 Student Welfare, Care and Safety Policy
- 311 Mental Health Workplace First Aid

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