



## CHPS Health Care Needs Policy 2020

### PURPOSE

To ensure that Clifton Hill Primary School (CHPS) provides appropriate support to students with health care needs.

### OBJECTIVE

To explain to CHPS 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 CHPS' *First Aid, Medication, Anaphylaxis and Asthma* policies.

### Student health support planning

In order to provide appropriate support to students at CHPS who may need medical care or assistance, a Student Health Support Plan will be prepared by the School Nurse in consultation with the Principal, 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.

Template health planning forms are included in Appendix A of this policy

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).

CHPS 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, CHPS 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 CHPS 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**

- School Policy and Advisory Guide:
  - [Health Care Needs](#)
  - [Health Support Planning Forms](#)
  - [Complex Medical Needs](#)

### **REVIEW CYCLE**

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



## Appendix A

# STUDENT HEALTH SUPPORT PLAN

This plan outlines how the school will support the student's health care needs, based on health advice received from the student's medical/health practitioner. This form must be completed for each student with an identified health care need (not including those with Anaphylaxis as this is done via an Individual Anaphylaxis Management Plan – see <http://www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxisschl.aspx>)

This Plan is to be completed by the principal or nominee in collaboration with the parent/carer and student.

School:		Phone:
Student's name:		Date of birth:
Year level:		Proposed date for review of this Plan:
Parent/carer contact information (1)	Parent/carer contact information (2)	Other emergency contacts (if parent/carer not available)
Name:	Name:	Name:
Relationship:	Relationship:	Relationship:
Home phone:	Home phone:	Home phone:
Work phone:	Work phone:	Work phone:
Mobile:	Mobile:	Mobile:
Address:	Address:	Address:
Medical /Health practitioner contact:		

Ideally, this plan should be developed based on health advice received via the appropriate Departmental Medical Advice form or in case of asthma, the Asthma Foundation's *School Asthma Action Plan*. Please tick the appropriate form which has been completed and attach to this Plan. All forms are available from the [Health Support Planning Forms – School Policy and Advisory Guide](#)

- |   |  |
|---|--|
| <input type="checkbox"/> <b>General Medical Advice Form - for a student with a health condition</b> | <input type="checkbox"/> <b>Condition Specific Medical Advice Form – Epilepsy</b>  |
| <input type="checkbox"/> <b>School Asthma Action Plan</b>   | <input type="checkbox"/> <b>Personal Care Medical Advice Form - for a student who requires support for transfers and positioning</b> |
| <input type="checkbox"/> <b>Condition Specific Medical Advice Form – Cystic Fibrosis</b>            | <input type="checkbox"/> <b>Personal Care Medical Advice Form - for a student who requires support for oral eating and drinking</b>  |
| <input type="checkbox"/> <b>Condition Specific Medical Advice Form – Acquired Brain Injury</b>      | <input type="checkbox"/> <b>Personal Care Medical Advice Form - for a student who</b>  |











CLIFTON HILL PRIMARY SCHOOL Gold Street CLIFTON HILL PRIMAR  
ld Street CLIFTON HILL PRIMARY SCHOOL Gold Street CLIFTON  
IMARY SCHOOL Gold Street CLIFTON HILL PRIMARY SCHOOL Gol  
CLIFTON HILL PRIMARY SCHOOL Gold Street CLIFTON HILL PRIMAR

CLIFTON HILL PRIMARY SCHOOL Gold Street CLIFTON HILL PRIMARY S  
Street CLIFTON HILL PRIMARY SCHOOL Gold Street CLIFTON H  
ARY SCHOOL Gold Street CLIFTON HILL PRIMARY SCHOOL Gold S  
CLIFTON HILL PRIMARY SCHOOL Gold Street CLIFTON HILL PRIMARY S