

## Health Care Needs Policy

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### Purpose

Oakwood School is a multi-campus secondary school with a focus on supporting student re-engagement in school and transition to further education or work. As some campuses are co-located with community facilities, the arrangements outlined here in the health care needs policy are designed to ensure a comprehensive and robust approach to managing students' health care needs.

### Objective

To explain to Oakwood School 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 Oakwood School's *First Aid, Administration of Medication, Anaphylaxis* and *Asthma* policies.

### Student health support planning

In order to provide appropriate support to students at Oakwood School who may need medical care or assistance, a Student Health Support Plan will be prepared and managed by the campus 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.

The school will use the Department's template health planning forms 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). :

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

To support the collection of health care needs information, and to ensure a successful transition, Oakwood undertake the following;

- Prior to enrolling in the Oakwood school an enrolment meeting is undertaken with the campus principal and family to understand individual student's needs
- A secondary meeting which includes other external professionals i.e. DHHS, psychologist, educational professionals and others as required to gather further information
- A student support group meeting is held 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, Oakwood 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 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
- prior to a student's engagement with an external provider or workplace training a student or parent if the student is under age will sign a consent form and may also be asked to provide a medical history form
- as part of Student Support Group meetings as required.

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

Confidential medical information provided to Oakwood 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.
- All student medical information is stored on COMPASS

### **Communication**

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 meetings
- Hard copy available from school administration upon request

#### Further information and resources

- the Department’s Policy and Advisory Library (PAL):
  - [Health Care Needs](#)
  - [Health Support Planning Forms](#)
  - [Complex Medical Care Supports](#)
  - [Child and Family Violence Information Sharing Schemes](#)
  - [Privacy and Information Sharing](#)
  
- **[Insert links to related local polices, i.e. Administration of Medication].**

#### Policy review and approval

Policy last reviewed	01 June, 2022
Approved by	Principal
Next scheduled review date	01 June, 2026