



Catholic College Sale

STUDENT HEALTH CARE NEEDS POLICY

1.0 POLICY AUTHORITY

The Board of Catholic College Sale Limited ('the Board') governs the College. Based on the principle of subsidiarity and in keeping with the Board's Delegations Schedule, the Board delegates a broad range of duties, functions, powers and authority to the Principal of Catholic College Sale (CC Sale). This includes the effective implementation of this *Student Health Care Needs Policy* and the compliance obligations outlined herein.

2.0 INTRODUCTION

At any one time, a student can have a health condition that could impact on their learning and participation in school activities. Health support plans and procedures are established and enacted by the College to properly assist a student to participate in the College's educational and social programs.

3.0 PURPOSE AND SCOPE

This policy presents the principles that underpin the College's management of students' health conditions. It also outlines:

- the College's processes for developing and administering health support plans;
- the shared responsibilities of College staff and parents, guardians, carers for ensuring that the health needs of students are properly responded to and managed;
- how student health information is collected and used by the College.

4.0 PRINCIPLES

- 4.1 All students at CC Sale are entitled to fully participate in the College's educational and social programs, irrespective of their health needs.
- 4.2 The College relies on and values the input and cooperation of parents, carers/guardians, and students' medical practitioners, to assist in responding to the health needs of students and to develop health support plans.
- 4.3 Support for students with health conditions is provided in a way that does not compromise their privacy.
- 4.4 The College supports students to develop independence in managing their health.
- 4.5 Appropriately trained staff will assist students with the administration of prescribed medication or health care procedures when requested by students' parents and guardians/carers and where this support cannot reasonably be undertaken by the students themselves.

5.0 PROCEDURES

5.1 Student Health Support Plans

The development of a Student Health Support Plan and/or an Individual Action Plan for a student with an identified health condition generally occurs after the College has received the appropriate medical information from the student's parents/guardians and medical practitioner.

The plan documents recommended emergency and routine health and personal care support for the student. It also addresses such matters as the storage, administration and/or supervision of medication; the staff to be involved in the student's care; the schedule and process for reviewing the plan; and the processes for ensuring that the student's health records are accurate and up to date.

Medical conditions such as Anaphylaxis, Diabetes and Epilepsy require very specific Individual Action Plans and must be in place prior to a student's commencement at the College. Likewise, students with complex medical care needs (e.g. tracheostomy care, seizure management, tube feeding) must have an Individual Action Plan which provides for appropriate staff to undertake specific training to meet the student's particular needs.

5.2 Health Support Plan Reviews

Student Health Support Plans are reviewed:

- when updated information is received from the student's medical/health care practitioner;
- when College staff, student or parents, guardians/carers have concerns with the support being provided to the student;
- if there are changes to the support being provided to the student.

The advice received from the medical/health care practitioner is reviewed annually unless it is agreed that the annual review of the plan is not required.

5.3 Responsibilities of Parents and Guardians/Carers

Parents, guardians and/or carers are expected to provide accurate information about their child's condition or health care needs, ideally documented by their treating medical/health care practitioner.

Parents, guardians and/or carers may be invited to attend a Student Support Group meeting to discuss the contents the Health Support Plan and the assistance that the student may need, including for camps and excursions.

Where necessary, the College may also request consent from parents, guardians and/or carers to consult with a student's medical/health care practitioner. This would occur where staff need assistance in preparing a Health Support Plan and/or to ensure that staff understand the student's health care needs.

5.4 Administration of Medication

The College has designated, suitably trained staff who are responsible for the appropriate storage and administration of prescribed and non-prescribed medications to students.

In most instances, students are encouraged to take responsibility for their own health conditions and to self-administer prescribed medications. Designated suitably trained staff only assist in the administration of medications at the request of a student's parents/guardians/carers or medical/health practitioner.

Parents and guardians/carers must notify the College if their child requires supervision with medication. They must provide:

- the medication with the student's name listed on the container – written by a pharmacist;
- written parental authorisation;
- the medical practitioner's instructions – specific dosage, times to be administered and route procedure (e.g. oral, inhalation, injection, etc).

All medication dispensed is recorded by the designated staff member on the College's First Aid register.

Analgesics (pain medication) may be administered as required, but only when permission has been obtained from a parent or carer/guardian. An antihistamine may also be administered as a first aid response, such as for a recognised allergy, but not without permission from a parent or carer/guardian.

All student medications are stored in a secure area of the Student Services Office.

5.5 Regular Communication with Parents and Guardians/Carers

Relevant school staff regularly communicate with the student's parents, guardians and/or carers about the student's health successes, development, changes and concerns, in particular, the frequency and severity of the student's symptoms and use of medication at the College.

5.6 Management of Confidential Health Information

In accordance with the *Victorian Health Records Act 2001*, the College uses the student health information it collects from parents and guardians/carers only for the purposes for which it was collected, namely, a student's medical wellbeing. The information is held on the student's file and shared with all relevant staff so that they are able to properly support the student.

The College, as a prescribed Information Sharing Entity (**ISE**), may disclose personal information (including confidential medical information) to other ISEs without the knowledge or consent of any parent, guardian, carer or student, where this is required or authorised by law. Information sharing with other ISEs may occur under the Child Information Sharing Scheme (CISS) or the Family Violence Information Sharing Scheme.

The Principal is responsible for ensuring that the health information of all students held by the College is protected from loss and from unauthorised access or disclosure.

6.0 REFERENCES & RESOURCES

- Child Wellbeing and Safety Act 2005 (Vic.)
- Child Wellbeing and Safety (Information Sharing) Regulations 2018

- Disability Discrimination Act 1992 (Cth)
- Occupational Health and Safety Act 2004 (Vic)
- Family Violence Protection Act 2008 (Vic.)
- Family Violence Protection (Information Sharing) Regulations 2018
- Health Records Act 2001 (Vic)
- Privacy Act 1988 (Cth) and Australian Privacy Principles 2014 (Cth)
- Privacy and Data Protection Act 2014 (Vic)

7.0 RELATED COLLEGE POLICIES

- Anaphylaxis Management Policy
- Child and Family Violence Information Sharing Schemes Policy
- Duty of Care Policy
- First Aid Policy

8.0 MONITORING AND REPORTING

The Board is responsible for monitoring the implementation of this policy and for providing reports as required to the members of the company, i.e., the Bishop of Sale and the Provincial of the Marist Brothers Australia Limited (MSA Ltd).

The Principal is responsible for:

- Ensuring compliance with the obligations outlined in this policy;
- Assigning authority, responsibility and accountability at appropriate levels within the College for policy implementation and compliance;
- Providing delegated staff with the direction, support and resources necessary to fulfil policy requirements;
- Ensuring cyclic reviews of the policy and recommending to the Board any revisions that may be required to accommodate changes in legislation and diocesan directives;
- Reporting and escalating concerns, issues and policy breaches to the Board and working collaboratively with the Board to resolve them.

9.0 APPROVAL

Approved by	CC Sale Ltd Board
Person(s) Responsible	Principal
Date(s) Reviewed or Updated	June 2022
Next Review Date	June 2024