



Health Care Needs Policy

Keilor Heights Primary School 4877

PURPOSE

To ensure that Keilor Heights Primary provides appropriate support to students with health care needs.

OBJECTIVE

To explain to Keilor Heights Primary parents, carers, staff and students the processes and procedures in place to support students with specific 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 and do not already have an existing medical plan, e.g. anaphylaxis, asthma, allergy, etc.

POLICY

This policy should be read with Keilor Heights Primary's *First Aid, Medication, Anaphylaxis* and *Asthma* policies.

Student health support planning

In order to provide appropriate support to students at Keilor Heights Primary who may need medical care or assistance, a Student Health Support Plan will be prepared by the Assistant Principal Wellbeing and First Aid Officer 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.

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).

Keilor Heights Primary may invite parents/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, Keilor Heights Primary may also request consent from parents/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.

Keilor Heights Primary School will provide staff, including casual relief staff and volunteers, with a list of students that have a Health Support Plan and a copy of the Health Support Plan for any students the staff may be working with.

Student Health Support Plans will be stored in the Sick Bay, along with all other medical records.

Student Health Support Plans will be reviewed:

- when updated information is received from the student's medical practitioner;
- when the school, student or parents/carers have concerns with the support being provided to the student;
- if there are changes to the support being provided to the student, or
- at a minimum annually.

Management of confidential medical information

Confidential medical information provided to Keilor Heights Primary 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

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website.
- Hard copy available from school administration upon request
- Included in staff induction processes and staff training.

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide:
 - [Health Care Needs](#)
 - [Health Support Planning Forms](#)
 - [Complex Medical Needs](#)
- KHPS First Aid Policy
- KHPS Medication Policy
- KHPS Anaphylaxis Policy
- KHPS Asthma Policy

POLICY REVIEW AND APPROVAL

Policy last reviewed	September 2023
Approved by	Principal
Next scheduled review date	September 2027