

 <p>DONCASTER SECONDARY COLLEGE</p> <p><i>Working together, learning together</i></p>	<h2 style="color: #800000;">HEALTH CARE NEEDS POLICY</h2>
<p>This policy will be reviewed every 3 – 4 years</p>	<p>Date approved: July 2022</p>
<p style="text-align: center;"><i>Consultation with College Council is not required</i></p>	<p>Date of next review: 2025</p>

PURPOSE

To ensure that Doncaster Secondary College provides appropriate support to students with health care needs.

OBJECTIVE

To explain to Doncaster Secondary College 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 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 Doncaster Secondary College's *First Aid, Administration of Medication, Anaphylaxis* and *Asthma* policies.

Student Health Support Management Planning

In order to provide appropriate support to students at Doncaster Secondary College who may need medical care or assistance, a Student Health Support Plan will be prepared by the College Health Centre 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)

Doncaster Secondary College 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, Doncaster Secondary College 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. Consultation with the student's medical practitioner will not occur without

parent/carer consent unless required or authorised by law.

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.

Injury to student occurring during activities

In the event of a student being injured during an activity held away from the College, such as an excursion, camp or interschool sport, the supervising teacher should:

- Provide first aid assistance as appropriate or in the case of serious injury call an ambulance.
- Contact the College immediately to report any serious injury to either one of the Assistant Principals or the College Health Centre Officer who will then inform the Principal.
- Injuries requiring first aid must be reported by the supervising teacher to the Health Centre as soon as practical.
- The decision about who will contact the student's parents will be made when the supervising teacher makes contact with the College. However, in the case of a serious injury requiring an ambulance or the student to be collected from the venue, the supervising teacher should inform the parents directly so that they can attend the hospital or venue as soon as possible.
- It would be expected that the supervising teacher is not required to travel to the hospital with the student.
- Should it be deemed necessary, a member of the College staff will travel to the venue to assist in supervising students.
- The supervising teacher should ensure that a detailed and accurate record of the incident is completed, with witnesses listed. On return to school an incident report must be completed and submitted to the Health Centre.
- The Emergency Management Branch will be notified within 24 hours by the Health Centre as required.

Management of confidential medical information

Confidential medical information provided to Doncaster Secondary College 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 [or insert other online parent/carer/student communication method]
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- 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](#)

Doncaster Secondary College related policies:

- Administration of Medication Policy
- Anaphylaxis Policy
- Asthma Policy
- Duty of Care Policy
- First Aid Policy