



Carrum Primary School 3385

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HEALTH CARE NEEDS POLICY 2023



Help for non-English speakers.

If you need help to understand the information in this policy, please contact Cassandra Kennedy 9772 1117.

PURPOSE

To ensure that Carrum Primary School provides appropriate support to students with health care needs.

OBJECTIVE

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

Student health support planning

In order to provide appropriate support to students at Carrum Primary School who may need medical care or assistance, a Student Health Support Plan will be prepared by the First Aid Officer with the Student Wellbeing Coordinator 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, epilepsy or diabetes management.

Students with complex medical care needs, for example, tracheostomy care, seizure management, blood sugar 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).

Carrum Primary School 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, Carrum Primary 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 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.

Management of Mild to Moderate Allergies

Carrum Primary School will ensure that students with mild to moderate allergies have:

- An ASCIA Action Plan for Allergic Reactions (Green Plan) document completed by the student's medical practitioner.
- a copy of their child's Green Plan to the school – provided by parents or carers.
- a developed Individual Allergic Reactions Management Plan for students who have a Green Plan, and this plan should be reviewed annually.

NOTE: Schools are not required to complete an Individual Allergic Reactions Management Plan for every student who has allergies – this is only required for students whose medical practitioner has completed a Green Plan which has been supplied to the school by parents or carers.

The school has a duty of care to all students which includes taking reasonable steps to prevent any reasonably foreseeable harm to a student. This includes supporting and responding appropriately to students with mild to moderate allergies.

ASCIA Action Plan for Allergic Reactions (Green Plan) — Overview

Students with a mild or moderate allergy to a food or insect and those with medication allergy should have a Green Plan that has been completed by the student's medical practitioner.

Students who have an ASCIA Action Plan for Anaphylaxis and a prescribed adrenaline auto-injector should NOT also have an ASCIA Action Plan for Allergic Reactions if they have some milder allergies as well as severe allergy — these will be included in the Action Plan for Anaphylaxis.

Signs of a mild to moderate allergic reaction include:

- hives or welts
- swelling of the lips, face and eyes
- tingling mouth.

Signs of anaphylaxis (severe allergic reaction) include any one of the following:

- difficult/noisy breathing
- swelling of tongue
- swelling/tightness in throat
- difficulty talking and/or hoarse voice
- wheeze or persistent cough
- persistent dizziness or collapse
- pale and floppy (young children)
- abdominal pain and/or vomiting (these are signs of a severe allergic reaction to insects).

Mild to moderate allergic reactions (such as hives or swelling) may not always occur before anaphylaxis.

Management of Diabetes

Carrum Primary School will ensure that students with type 1 diabetes have:

- a current individual [Diabetes Management Plan](#) prepared by the student's treating medical team (provided by parents or carers)
- a current [Diabetes Action Plan](#) prepared by the student's treating medical team (provided by parents or carers); and
- a [Student Health Support Plan](#), developed by the school in consultation with the parents or carers and where appropriate the student's treating medical team
- a [Medication Authority Form](#), detailing the medications required during regular school hours, the dose, administration and storage

Schools have a legal obligation to consult with the student and parent or carers about the needs of the student and what reasonable adjustments must be made.

The Principal will ensure the following training requirements:

- all staff complete basic level training, so they have an awareness of what type 1 diabetes is and how to respond safely to an emergency.
- training is up-to-date and appropriate considering any changes to a student's Health Support Plan.
- that responsible staff undertake appropriate training to develop confidence and competence to implement a student's Diabetes Management Plan and Diabetes Action Plan
- The [Supporting Students with Type 1 Diabetes in Victorian Schools Guidelines](#) (the Guidelines) provide principals and staff with additional assistance to support students with type 1 diabetes in Victorian government schools.
- to decide how many staff need to be trained in glucagon administration, but must ensure that there will be enough trained staff in the school to be able to supervise students and to know how to deal with diabetes emergencies.
- Students who require assistance to administer their insulin can receive this support from a responsible staff member who has received appropriate training in the administration of insulin. Arrangements for administering insulin during school hours must be documented in the [Student Health Support Plan](#).

Carrum Primary School will support students with all types of diabetes.

Management of Epilepsy

Carrum Primary School will ensure that students with epilepsy have:

- [Student Health Support Plan](#) — outlining the schools role in supporting the student's health needs (including epilepsy)
- [Medication Authority Form](#) — for a student who requires regular (non-emergency) medication(s) to be administered at school and ensure a log is kept of any medicine administered
- [Epilepsy Management Plan](#) — signed by the treating doctor and provided to the school by the student's parents/carers
- [Emergency Medication Management Plan](#) (if required) — signed by a doctor and provided by the student's parents/carers

All relevant school staff who work directly with a student with epilepsy are required to receive training in:

- Epilepsy: An Introduction to Understanding and Managing Epilepsy (one hour eLearning module) or a suitable equivalent delivered by a recognised epilepsy provider
- as required — Epilepsy: Administration of Emergency Medication Parts 1 (theory) & Part 2 (practical) or a suitable equivalent delivered by a recognised epilepsy provider.

For each student that has been prescribed emergency medication, an up-to-date individual emergency medication kit must be easily accessible.

Schools must provide a first aid response and post seizure support when a student has a non-epileptic seizure event. This includes preventing them from injuring themselves and staying with them until the seizure has finished. An ambulance should be called if the seizure lasts for more than 5 minutes, or if the person is unresponsive for more than 5 minutes.

Management of confidential medical information

Confidential medical information provided to Carrum Primary 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.

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.
- 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](#)
- related local policies:
 - [Administration of Medication](#)
 - [Asthma](#)
 - [Anaphylaxis](#)
 - [Duty of Care](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	28/03/2023
Approved by	Principal
Next scheduled review date	28/3/2026