# 2023 Parkville College –Health Care Needs Policy

[Purpose 2](#_Toc84934175)

[Objective 2](#_Toc84934176)

[Scope 2](#_Toc84934177)

[Policy 2](#_Toc84934178)

[Student health support planning 2](#_Toc84934179)

[Management of confidential medical information 3](#_Toc84934180)

[COMMUNICATION 3](#_Toc84934181)

## Purpose

Our school has a unique context that means at our Parkville and Malmsbury campuses we have a shared duty of care with the Department of Justice and Community Safety (DJCS), and at our Ascot Vale and Maribyrnong campuses we have a shared duty of care with the Department of Families, Fairness and Housing (DFFH). At these campuses we rely on the respective Departments’ procedures to manage common risks in the environment, including:

* On-site supervision
* First aid
* Student medical conditions (including Asthma management)
* Managing and distributing medicine
* Emergency management
* Restrictive interventions
* Visitors and volunteers
* Anaphylaxis Management
* Emergency bushfire management
* Buildings, facilities and grounds
* Behaviour management
* Digital Learning (Internet, Social Media and Digital Devices)

Parkville College - FLC Campus has a responsibility to provide equitable access to education and respond to diverse student needs, including health care needs.

This policy has been developed to assist supporting student health within a school environment in a proactive manner.

## Objective

To explain to Parkville 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 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 Parkville College’s *First Aid, Administration of Medication, Anaphylaxis* and *Asthma* policies

### Student health support planning

In order to provide appropriate support to students at Parkville College - FLC who may need medical care or assistance, a Student Health Support Plan will be prepared by 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 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)

Parkville College – FLC will 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. Relevant details will be shared with each students care team when necessary.

Where necessary, Parkville 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 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 confidential medical information

Confidential medical information provided to Parkville College to support a student will be:

* recorded on the student’s file
* shared with relevant staff, on a “needs to know” basis, 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 FLC staff induction processes and staff training
* Available publicly on our school’s website
* Included in staff handbook/manual
* Discussed at FLC staff briefings/meetings as required
* Included in FLC student transition and enrolment packs
* Discussed at parent information nights/sessions
* Hard copy available from school administration upon request

**Further information and resources**

* the Department’s Policy and Advisory Library (PAL):
  + [Health Care Needs](https://www2.education.vic.gov.au/pal/health-care-needs/policy)
  + [Health Support Planning Forms](https://www2.education.vic.gov.au/pal/health-care-needs/resources)
  + [Complex Medical Care Supports](https://www2.education.vic.gov.au/pal/health-care-needs/guidance/complex-medical-care-supports)
  + [Child and Family Violence Information Sharing Schemes](https://www2.education.vic.gov.au/pal/information-sharing-schemes/policy)
  + [Privacy and Information Sharing](https://www2.education.vic.gov.au/pal/privacy-information-sharing/policy)
* FLC Administration of Medication Policy
* FLCFirst Aid Policy
* FLCAnaphylaxis Policy
* FLC Asthma Policy

## Policy evaluation and review

To ensure ongoing relevance and continuous improvement, this policy will be reviewed every year.

This policy was last updated on April 2023 and is scheduled for review in April 2024.