



## **HUME CENTRAL SECONDARY COLLEGE HEALTH CARE NEEDS POLICY**

### **PURPOSE**

To ensure that Hume Central Secondary College provides appropriate support to students with health care needs.  
To explain to Hume Central Secondary College parents/guardians, staff and students the processes and procedures in place to support students with health care needs at the College.

### **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 Hume Central Secondary College's *First Aid, Administration of Medication, Anaphylaxis and Asthma* policies.

#### **Student health support planning**

In order to provide appropriate support to students at Hume Central Secondary College who may need medical care or assistance, a Student Health Support Plan will be prepared by Year Level Team Leader, 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/guardians 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).

Hume Central Secondary College may invite parent/guardians 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, Hume Central Secondary College may also request consent from parent/guardians 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.

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 Hume Central 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.

#### **Further Information and Resources**

- School Policy and Advisory Guide:
  - [Health Care Needs](#)
  - [Health Support Planning Forms](#)
  - [Complex Medical Needs](#)

### **REVIEW**

This policy will be reviewed as required or due to changes in regulations or circumstances.

Date Reviewed	To Be Reviewed	College Council
August 2019	Annually	Not required to be endorsed at College Council