



## 1. Purpose & Rationale

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

## 2. Policy Goals

To explain to Sandringham college parents, carers, staff and students the processes and procedures in place to support students with health care needs at school.

## 3. Implementation

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.

This policy should be read with Sandringham College's *First Aid, Medication, Anaphylaxis and Asthma Policies*.

### 3.1. Student health support planning

In order to provide appropriate support to students at Sandringham College who may need medical care or assistance, a Student Health Support Plan will be prepared by the relevant staff member 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).

Sandringham 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, Sandringham 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.

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.

### 3.2. Management of confidential medical information

Confidential medical information provided to Sandringham 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.

## 4. Monitoring & Review

This policy was last updated on May 2020. Please refer to the Sandringham Policy Schedule for the next review date.

## 5. Definitions

DET – Department of Education and Training

## 6. References

The following school policies are also relevant to this policy:

School Policy and Advisory Guide:

[Health Care Needs](#)

[Health Support Planning Forms](#)

[Complex Medical Needs](#)

Sandringham College Medication Policy

# SC-OP-19 Sandringham College Health Care Needs Policy



Policy Number	SC-OP-19	Last Approval Date	May 2020
Policy Owner	Sandringham College	Approved By	School Council
Policy Reviewer	Principal Team/Student Managers	Next Review Date	May 2024
Review Frequency	Document Availability	Policy Delivery	
<input type="checkbox"/> 1 Year <input type="checkbox"/> 2 Years <input checked="" type="checkbox"/> 3 Years <input type="checkbox"/> As Required <input type="checkbox"/> n/a	<input type="checkbox"/> College Website <input type="checkbox"/> Student Compass <input type="checkbox"/> Parent Compass <input checked="" type="checkbox"/> Staff Compass <input type="checkbox"/> Staff Information Drive <input type="checkbox"/> Enrolment Pack	<input type="checkbox"/> Annual Staff Meeting <input type="checkbox"/> Annual Parent Meeting <input type="checkbox"/> Annual Student Meeting <input type="checkbox"/> Annual School Assembly <input type="checkbox"/> Staff Handbook/Manual <input type="checkbox"/> College Newsletter <input type="checkbox"/> Staff DL	