

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.

3.1. Policy

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

A Student Health Support Plan must be completed for each student with an identified health care need who:

- needs medical or health-related support at school
- has a health care need or condition that may impact the student at school
- has a health care need or condition that may impact their engagement and participation in education.

A Student Health Support Plan is not required for a student:

- who has a diagnosed health condition but who does not need any medical or health-related supports or adjustments at school · with anaphylaxis or an allergy – refer to Anaphylaxis and Allergies about the requirements for those conditions
- with well-controlled asthma that does not need any individualised supervision or care as per their provided Asthma Action Plan – refer to Asthma
- with an Epilepsy Management Plan and Epilepsy Medication Management Plan – refer to Epilepsy and Seizures.

3.2. 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 Head of Year 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.

3.3. 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.

3.4. Communication

This policy will be communicated to our school community in the following ways: [please delete the options below in yellow if you do not intend to use these methods. Note that the first method, not highlighted, is mandatory]

- Included in staff induction process
- Provided to staff via Sharepoint
- Usual school communication platform (e.g. Compass)
- Staff briefing/meeting as required
- Newsletter

- Hard copy available upon request

4. Monitoring & Review

This policy was last updated in March 2026. Please refer to the Sandringham Policy Schedule for the next review date.

5. Definitions

DE – Department of Education

6. References

The following school policies are also relevant to this policy:

The Department’s Policy and Advisory Library (PAL):

- Epilepsy and Seizures
- Health Care Needs
- Health Support Planning Forms
- Complex Medical Care Supports
- Child and Family Violence Information Sharing Schemes
- Privacy and Information Sharing

Policy Number	SC-OP-19	Last Approval Date	March 2026
Policy Owner	Sandringham College	Approved By	School Council
Policy Reviewer	Principal	Next Review Date	March 2029
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 checked="" type="checkbox"/> Parent Compass <input type="checkbox"/> Staff Compass <input checked="" type="checkbox"/> Staff Sharepoint <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 checked="" type="checkbox"/> Staff Sharepoint <input checked="" type="checkbox"/> College Newsletter <input type="checkbox"/> Staff DL as required	