

	Preston Reservoir Adult Community Education	Approval Date: 29/04/2021
	Medical Conditions Management (PRACE College) Policy and Procedure	Review Date: 04/24 Version Number: 1.2
Authorised by	Board of Management	
Responsible Person:	Assistant Principal	
Staff Involved:	All PRACE College Staff	

Purpose To provide guidelines to ensure that all students with specialised health needs, including those requiring specialised health procedures, have access to a reasonable standard of support for their health needs whilst attending school or school-based activities at both the Merrilands and Mernda PRACE College campuses.

Scope This procedure provides guidelines for a consistent approach to health care management for students with a specialised health need enrolled in VCAL through PRACE College.

Specialised health needs or medical conditions that may require management by PRACE College include, but are not limited to:

- Acquired Brain Injury
- Anaphylaxis
- Asthma
- Cancer
- Cystic Fibrosis
- Diabetes
- Mellitus
- Mental Health
- Epilepsy and Seizures
- Gender Identity (Transition)
- Haemophilia
- Pregnancy
- Sexual Health
- Thalassaemia.

The Policy and Procedure applies to both the Merrilands and Mernda school campuses.

Legislation / Standards Children's Services and Education Legislation Amendment (Anaphylaxis Management) Act 2008 (Vic)
Child Wellbeing and Safety Act 2005 (Vic)
Disability Act 2006 (Vic)
Disability Discrimination Act 1992 (Cth)
Disability Standards for Education 2005 (Cth)
Education and Training Reform Act 2006 (Vic)
Education and Training Reform Regulations 2017 (Vic)
Equal Opportunity Act 2010 (Vic)
Health Records Act 2001 (Vic)
Occupational Health and Safety Act 2004 (Vic)

Definitions

Individual management action plan: written set of instructions prepared by the student's registered medical practitioner that helps the student to stay in control of his/her medical condition.

Individual first aid action plan: written set of instructions prepared by the student's registered medical practitioner that outlines recommended first aid treatment in relation to the specific medical condition.

PRACE: means the incorporated association (A0032713Z) which includes the Registered Training Organisation (4036) & PRACE College (2110).

PRACE College: means the section of PRACE that operates as an independent school from both the Merrilands and Mernda campuses under registration number 2110.

Parent/guardian/carer: In relation to a child means any person who has parental responsibility for 'major long-term issues' as defined in the *Family Law Act 1975* (Cth) or has been granted 'guardianship' for the child pursuant to the *Children, Youth and Families Act 2005* (Vic) or other state welfare legislation.

PRACE College Staff: means the Principal, Assistant Principal, and any person employed or engaged as a part of PRACE College (both Merrilands and Mernda campuses), including:

- to teach VCAL, or
- in an educational support role for the VCAL program, including teacher's aides / education support workers, youth workers, psychologists

General Principles

Identified health risks are managed collaboratively among PRACE college staff, parents and an appropriately qualified health practitioner to promote best practices.

The Assistant Principal of each campus is responsible for the health care management of students' specialised health needs, including those requiring specialised health procedures.

Procedure

Each Assistant Principal has the following responsibilities in relation to the PRACE College school campus they employed to and will:

- Ensure the Student Medical Information Record is completed at enrolment.
 - At enrolment or as new health needs present:
 - Consults with parent/guardian/carer of the student to assess risk to student health and develop a risk minimisation plan
 - Determines the appropriate routine care and emergency first aid response
 - Determines the need for an individual management action plan or emergency action plan from the student's registered medical practitioner
 - Ensure any individual management action plan or individual first aid action plan is kept current and reviewed at a specified time or where changes occur to the
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student's health needs staff, particularly class teacher, or any staff member who has a specific role in the plan are notified

- On camps or excursions ensure that the individual management action plan or individual first aid action plan is accessible to all relevant staff who provide direct supervision or are assigned to support students with a health need or health procedure
- Ensure individual management action plan or individual first aid action plan is located with the student's emergency medication or equipment
- Ensure staff are aware of school procedures for medical or life-threatening emergencies detailed in the PRACE First Aid Policy and Procedure
- Apply the PRACE Anaphylaxis Management Policy and Procedure to support students with Anaphylaxis
- Apply the PRACE Asthma Management Policy and Procedure to support students with Asthma.
- Ensure details of students' specialised health needs are recorded in the Student Medical Conditions Register on Sentral

Medical equipment, medication and consumables

- Ensure that equipment, medication and consumables used to treat students' health conditions are:
 - stored in the original container and in accordance with the manufacturer's recommendations
 - readily accessible at all times (e.g. not locked in a cupboard or room)
 - available for use by students for school activities held out-of-school hours, e.g. camps, dances
- Ensure regularly monitoring and maintenance of equipment, medication and consumables and checks expiry dates
- Allow student with a specialised health need to wear medi-alert apparel
- Inform parent/guardian/carer when equipment, medication or consumables require servicing, resupply or are close to expiry date
- Follow the record management systems for
 - the administration of medication as per the *Student Welfare and Duty of Care (PRACE College) Procedure*
 - for individual management action plans

Training and Support

- Ensure necessary training, is provided by a qualified health practitioner to PRACE College staff
 - Ensure PRACE College staff allocated to their campus are aware of legislation and policies and procedures for referral and release of information to with current privacy legislation qualified health practitioners
 - Ensure all relevant staff are aware of and are provided with information regarding students' health conditions and of disclosure protocols in accordance with current privacy legislation.
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- Ensure the school community is aware of the specialised health condition where necessary to minimise risk to students' health (e.g. advising parents of anaphylaxis and strategies to reduce risk)
 - Ensure processes are in place to support students' health needs if the regular classroom teacher is not supervising the class
 - Ensure relief staff are informed of students' health needs including providing the student's individual health management action plan
 - Ensure PRACE College Staff who have received training in routine and emergency first aid responses are recorded on the PRACE register of staff

Self-management of Specialised Health Procedures

- Approve students to be responsible for self-management of health conditions in accordance with the student's individual management action plan and with parental/guardian/carer consent where applicable.

PRACE College Staff

Manage the implementation of student health plans:

- Support the implementation of individual management action plan or individual first aid action plan
- Respect student privacy and dignity when supporting students
- Consider students' health needs when planning school curriculum activities, e.g. cooking, field studies, camps, excursions
- Provide parents with the Medical Form for School Excursions/Camps prior to the event to inform planning
- Discuss proposed camps and excursions with parents and advise the qualified health professional who developed the individual management action plan or individual first aid action plan to include any adjustments
- Provide coordinators of camps and excursions with details of students' health needs prior to the event
- Ensure relief staff have access to relevant information to support student's health needs.

Medical equipment, medication and consumables

- Ensure specialised equipment, medication and consumables are maintained and stored appropriately

Parents/Guardians/Carers:

- Are primarily responsible for the health and wellbeing of their children, including costs associated with the student's health needs
 - Inform the Assistant Principal in writing of their child's health condition upon enrolment or as soon as possible after diagnosis and when there are changes to the student's health needs or procedures that would require the individual management action plan or individual first aid action plan to be revised by the
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qualified health practitioner

- Complete and provide all relevant documents, equipment, medication and consumables to support the student's health needs prior to enrolment or as required, including:
 - Action Plan/s signed by the qualified medical/health practitioner where required
 - Consent to release health Information from health records where required
 - Medical Form for School Excursions/Camps
- Ensure that the equipment, medication and consumables provided are not out of date and are labelled clearly with the student's name, dosage and relevant instructions
- Ensure that equipment, medications or consumables requiring servicing, resupply or nearing expiry date are serviced and/or resupplied in a timely manner.
- Collect their child from school when too ill to participate in their educational program
- Provide medi-alert apparel when appropriate.

Glossary

OH&S – Occupational Health and Safety

Related Policies and Procedures

Anaphylaxis Management Policy and Procedure
Asthma Management Policy and Procedure
Excursions Policy and Procedure
First Aid Policy and Procedure
Occupational Health and Safety Policy and Procedure
Privacy Policy
Student Selection, Enrolment, Induction (PRACE College) Policy and Procedure
Student Welfare and Duty of Care (PRACE College) Policy and Procedure
