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|  | Prace College Medical Conditions Management Policy and Procedure | Approval Date: 17/07/2024 |
| | | Review Date: 06/2026 |
| | | Version Number: 2.0 |
| Authorised by: | Board | Version Date: 17/07/2024 |
| Responsible Person: | Principal | |
| Staff Involved: | All Prace College Staff | |

Purpose 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 the Prace College program. It also provides guidance around the collection and management of health information.

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
- Thalassemia.

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

Definitions **Board** means the board of the incorporated association Prace Inc, and the Prace College governing authority.

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/informal carer (parent): 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.

An Informal Carer is a person who has responsibility for the day-to-day care of the student and with whom the student is residing. Where a student is not living with a parent/guardian but is living in an informal care arrangement with a relative or other person, Prace may accept enrolment and other permission forms signed by the informal carer if the carer provides a signed Informal Carer's Statutory Declaration to Prace. This is a written declaration by the carer that sets out the care arrangements for the child — refer to: Informal Carer Statutory Declaration template. Generally, an informal carer who has provided Prace with a completed Informal Carer Statutory Declaration may make education-based decisions for the child and may access education and participation information ordinarily provided to a Carer.

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 Prace College students, or
- in an educational support role for the Prace College program, including teacher's aides / education support workers, youth workers, psychologists

Significant child safety incident means an incident, disclosure or allegation of child abuse.

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 are employed to, and will:**

- Ensure the Student Medical Information Form is completed at enrolment.
 - At enrolment, or as new health needs present:
 - Consult with parent(s) of the student to assess risk to student health and develop a risk minimisation plan
 - Determine the appropriate routine care and emergency first aid response
 - Determine the need for an individual management action plan, emergency action plan, general health management plan, or condition specific medical advice form from the student's registered medical practitioner (refer N:\Templates\Medical Support Plans)
 - Request relevant information from, or share relevant information with authorised services under the Child Information Sharing Scheme or the Family Violence Information Sharing Scheme
 - Ensure any individual management action plan, individual first aid action plan, general health management plan, or condition specific medical advice form is kept current and reviewed at a specified time or where changes occur to the student's health needs
 - Ensure staff, particularly the student's class teacher, or any staff member who has a specific role in the plan, are notified when changes occur to the student's health needs
 - 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 the individual management action plan, individual first aid action plan, general health management plan, or condition specific medical advice form is located with the student's emergency medication or equipment, where applicable
 - 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 College Anaphylaxis Management Policy and Procedure to support students with Anaphylaxis
 - Apply the Prace College 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
 - Assist the student's medical/health practitioner(s) in monitoring and planning their health care by providing observations of the student's behaviour, where relevant. This is subject to parental consent unless the disclosure is required or authorised by law.
 - If parents or students wish to limit the disclosure of health information, inform them:
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- Of the school's duty of care to the student, and the need to be aware of the student's health conditions and first aid requirements so that plans for support can be put in place
 - How their personal and health information is protected.

Use and disclosure of health information

- Ensure that health information is collected and managed appropriately in accordance with relevant laws. Use and/or disclosure of health information should be limited to:
 - Where it is necessary to carry out school functions and/or where a parent or mature minor consents to the disclosure, or
 - Where it is necessary to lessen or prevent a serious threat to a person or the health, safety or welfare of others, or
 - When sharing information outside the school is required or authorised by law, such as to:
 - Meet duty of care, anti-discrimination, occupational health and safety obligations and/or
 - Promote the wellbeing and safety of children, or to assess or manage family violence risk – refer to the Information Sharing Schemes Procedure for more information.
- Ensure parents and students are aware that disclosure of health information may be required by law for the above reasons, even if consent has not been given.

Medical equipment, medication and consumables

- Ensure parents complete a Medication Authority Form for any medication the College is requested to store and/or administer to the student.
 - Ensure that equipment, medication and consumables used to treat a student's health condition 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 the student 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 a student with a specialised health need to wear medi-alert apparel
 - Inform parent(s) 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 *Prace College Student Welfare and Duty of Care Policy and Procedure*
 - Individual management action plans
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- Refer to the *Prace College Student Welfare and Duty of Care Policy and Procedure* for further guidance on storage and administering of medication.

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 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 and information sharing legislation.
- 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, general health management plan, or condition specific medical advice form and with parental consent where applicable.

Prace College Staff will:

Manage the implementation of student health plans:

- Support the implementation of individual management action plans, individual first aid action plans, general health management plans, or condition specific medical advice forms
- Respect student privacy and dignity when supporting students
- Ensure relief staff have access to relevant information to support student's health needs
- Consider students' health needs when planning school curriculum activities, e.g. cooking, field studies, camps, excursions
- When responsible for planning major excursions, refer to the Department of Education's adventure activities guidelines at <https://www2.education.vic.gov.au/pal/excursions/guidance/adventure-activities> to ensure students' health needs are appropriately considered and managed
- For school camps and any other excursion categorised as a major excursion (per the *Excursions Policy and Procedure*), provide parents with the Major Excursions Medical Information Form prior to the event to inform planning. A medical information form is not required for local excursions or non-local day excursions not involving adventure / high-risk activities.

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- Provide coordinators of camps and excursions with the completed Medical Information Forms (where applicable) and any other relevant details of students' health needs prior to the event
 - Ensure external service providers for all camps and excursions are provided with relevant information about students that they need to know in order to look after the students and reduce risk
 - Ensure that the teacher-in-charge of the excursion has immediate access to copies of individual management action plans, individual first aid action plans and (where applicable) Major Excursion Medical Information Forms, and that the information is available to other excursion staff in emergency situations. Refer *Excursions Policy and Procedure*.

Medical equipment, medication and consumables

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

Parents will:

- Acknowledge that they are primarily responsible for the health and wellbeing of their children, including costs associated with the student's health needs
 - Inform the College 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 student's 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 where applicable:
 - Action Plan / health management plan / medical advice form, signed and updated by the qualified medical/health practitioner where required
 - Medication Authority Form
 - Consent to release health information from health records
 - Major Excursion Medical Information Form
 - 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.
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Glossary OH&S – Occupational Health and Safety

Legislation / Standards Children's Services and Education Legislation Amendment (Anaphylaxis Management) Act 2008 (Vic)
Child Wellbeing and Safety Act 2005 (Vic)
Child Wellbeing and Safety (Information Sharing) Regulations 2018 (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)
Family Violence Protection Act 2008 (Vic)
Family Violence Protection (Information Sharing and Risk Management) Regulations 2018 (Vic)
Health Records Act 2001 (Vic)
Occupational Health and Safety Act 2004 (Vic)
Privacy Act 1988 (Cth)
Privacy and Data Protection Act 2014 (Vic)
Worker Screening Act 2020 (Vic)

Related Policies and Procedures Excursions Policy and Procedure
First Aid Policy and Procedure
Information Sharing Schemes Procedure
Information Sharing Schemes Staff Toolkit
Occupational Health and Safety Policy and Procedure
Prace College Anaphylaxis Management Policy and Procedure
Prace College Asthma Management Policy and Procedure
Prace College Student Selection, Enrolment, Induction Policy and Procedure
Prace College Student Welfare and Duty of Care Policy and Procedure
Privacy Policy and Procedure

Related Documents Condition Specific Medical Advice Form
General Health Management Plan
Major Excursion Medical Information Form
Medication Administration Log
Medication Authority Form
Personal Care Medical Advice Form
Student Medical Information Form

Consultation Principal
Assistant Principals
Education & Business Operations Manager
College Administration Manager
Compliance Manager
