1. Rationale
- To support and respond to the health care needs of students.
- To provide equitable access to education and respond to diverse student needs, including health care needs

2. Broad Guidelines
- To ensure appropriate staff are briefed in health support planning processes
- To provide schools with forms, advice and information.
- To ensure students feel safe and supported at school
- To identify, develop and maintain clear plans and processes to support the student’s health care needs
- To allocate time to discuss, practice and review health support planning policies and processes.

3. Goals
The goals of the health care needs policy are to:
- promote student engagement in learning and wellbeing
- provide equitable access to education
- respond to diverse student needs, including health care.

To achieve these goals Bolinda Primary School will provide:
- short or long term first aid planning
- supervision for safety
- routine health and personal care support
- occasional complex medical care support
- make local decisions
- create innovative solutions to meet all students’ needs
- anticipate, plan and manage health support.

This table outlines the strategies for Bolinda Primary School to manage students with identified health care needs.

<table>
<thead>
<tr>
<th>Strategy</th>
<th>Bolinda Primary School</th>
</tr>
</thead>
</table>
| **Student health support planning** | Have a Student Health Support Plan or other specific health management plans (such as an Anaphylaxis Management Plan) for a student with an identified health need, based on:  
  - medical advice from the student’s medical/health practitioner  
  - consultation with the student and parents/guardians. |
| **Policies and procedures**     | Have policies and procedures available to the school community for:  
  - planning for and supporting student health at school |

*This policy is written in consultation with DET Guidelines.*
<table>
<thead>
<tr>
<th>Strategy</th>
<th>Bolinda Primary School</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>the management of medication.</td>
</tr>
<tr>
<td>Training</td>
<td>Have training for school staff:</td>
</tr>
<tr>
<td></td>
<td>• in basic first aid</td>
</tr>
<tr>
<td></td>
<td>• to meet specific student health needs not covered under basic first aid training, such as managing asthma or for excursions or camps</td>
</tr>
<tr>
<td></td>
<td>• to meet complex medical care needs.</td>
</tr>
<tr>
<td>Communication</td>
<td>Communicate openly with students and families about:</td>
</tr>
<tr>
<td></td>
<td>• successes achieved</td>
</tr>
<tr>
<td></td>
<td>• development and changes</td>
</tr>
<tr>
<td></td>
<td>• health and educational concerns.</td>
</tr>
<tr>
<td>Encouraging physical activity and camps</td>
<td>Plan for most students to:</td>
</tr>
<tr>
<td></td>
<td>• attend school camps and special events</td>
</tr>
<tr>
<td></td>
<td>• take part in physical activities at school.</td>
</tr>
</tbody>
</table>

4. Health care needs planning
Bolinda Primary School will follow the 4 stages to develop a Student Health Support Plan or any other specific health management plan (i.e. Anaphylaxis Management Plan).

1. Before enrolment
2. When a need is identified
3. Planning process
4. Monitoring and reviewing

Stage 1: Before enrolment
Principal should inform parents/guardians about the school’s policy for supporting student health prior to and on enrolment.

Stage 2: When a need is identified
Principals should ensure that parents/carers provide accurate information about a student’s:
- routine health care support needs, such as supervision for 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 an allergic reaction, seizure management, anaphylaxis, or diabetes.

Bolinda Primary School will store information on CASES21 about:
- the student’s health condition
- medication to be stored and supervised at school.

Note: When information is being collected the Principal must ensure that parents/guardians and students are informed about how their personal information will be used and who it might be disclosed to, such as school First Aid staff.

Stage 3: Planning process
This table describes how schools plan for a student with health care needs to attend school, camps and excursions.

*This policy is written in consultation with DET Guidelines.*
<table>
<thead>
<tr>
<th>Stage</th>
<th>Description</th>
</tr>
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</table>
| 1     | The student’s medical/health practitioner provides a medical advice form that:  
  • guides the planning  
  • details:  
    • the student’s medical condition  
    • medication required at school  
    • recommended emergency and routine health and personal care support for the student. |
| 2     | In relation to camps and excursions, parents/guardians complete a Confidential Medical Information School Council Approved School Excursions form. |
| 3     | The principal or nominee organises a meeting to discuss the plan with:  
  • the student  
  • parents/guardians  
  • other school staff, if required. |

Notes:

1. The plan should be developed shortly after the school has received the medical advice from the student’s medical/health practitioner. If there is a time delay between receiving this advice and developing the plan, the school may put in place an interim support plan containing an agreed strategy, such as calling an ambulance.

2. Questions to consider:  
  • Is it necessary to provide the support during the school day?  
  • How can the recommended support be provided in the simplest manner, with minimal interruption to the education and care program?  
  • Who should provide the support?  
  • Is this support complex and/or invasive?  
  • Is there staff training required?  
  • Are there any facilities issues that need to be addressed?  
  • How can the support be provided in a way that respects dignity, privacy, comfort and safety and enhances learning?  
  • Are there any care and learning plans that should be completed for students with personal care support?

Stage 4: Monitoring and review

Plans should be reviewed:
  • when updated information is received from the student’s medical or health practitioner  
  • when the school, student or parents/guardians have concerns in the support  
  • if there is a change in support  
  • at least annually.

The advice received from the medical or health practitioner is reviewed annually unless it is agreed that the annual review of the plan is not required. In this case, it is up to the principal’s discretion whether to request updated medical information.

5. Evaluation

- This policy will be reviewed annually.

References

Anaphylaxis Management Plan -  

*This policy is written in consultation with DET Guidelines.*