



## Medical Management Policy

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### Purpose

Sacred Heart College, Kyneton, strives to be a community of faith, hope and love, where the wellbeing and interests of all students are foremost. We have a responsibility to provide a safe work environment for all members of our College community, and in particular a duty of care for the safety of our students. It is a requirement that schools develop and implement appropriate procedures for the effective management of students' health care needs, personalised care and support the management and administration of medication, to facilitate access and participation in education, excursions and camps. It excludes students with allergies or at risk of anaphylaxis – see specific anaphylaxis and allergies policy for requirements for those conditions.

The purpose of this Medical Management Policy is to meet Melbourne Archdiocese Catholic Schools Ltd (MACS), duty of care, consistent with the minimum standards for school registration.

### Policy

This Policy sets out the requirements for:

- the management of health care needs, complex medical needs or relevant medical condition/s diagnosed by a registered medical practitioner
- informing the appropriate staff members of practices in relation to managing identified health care needs, mobility, complex medical needs or personalised care and support
- the provision of health care and support, complex medical support and escalation processes for associated high risk scenarios, including medical authorisation, training, clear decision-making processes for accessing local medical and ambulance services
- communication protocols to inform families about how the College is informed and manages health care needs, or relevant medical conditions of students and how parent/carers can communicate any changes to the College
- a student enrolled at the College who has a diagnosed health care need, complex care need or relevant medical condition, is required to have in place:
  - a Medical Management Plan prepared and approved by a treating medical practitioner and provided to the school by the parents of the student outlining the required care and support, and an escalation plan to be followed in the event of a related incident; and
  - an authorised plan for the administration of medication at school and:
  - a Student Health Support Plan developed between the College and the parents/carers of the student to articulate implementation of required care, support and risk mitigation.

## Procedures

### Enrolment

When a student who has a diagnosed health care need, complex care need or relevant medical condition is enrolled, additional requirements must be met to ensure continuity of education and that the student's safety, health and wellbeing is protected. Once a student's enrolment record has been completed, it will be reviewed to identify whether the student has a diagnosed health care need, complex medical need or relevant medical condition.

Where the student has a specific health care need, complex medical need or relevant medical condition diagnosed by a registered medical practitioner, the College is required to obtain a copy of a Medical Management Plan from the student's parents/carers. The advice provided by the medical practitioner in the Medical Management Plan is used in consultation between the College and the family to document a Student Health Support Plan. Relevant aspects of the College's operation should be considered in relation to the student's access, participation and inclusion in the College's educational program. Where medically indicated, the College must designate staff to provide complex medical care and/or personal care and support to ensure the continuity of education for students with identified health care needs, mobility support requirements or complex care needs. In some cases, it may be necessary for one or more staff members to access additional professional development or training e.g, in managing asthma or epilepsy and/or specialised training such as RCH Complex Care or Schoolcare Program, to assist in meeting a student's complex health care needs.

The Medical Management Plan and Student Health Support Plan should be developed and must be in place prior to the student commencing at the College. In some cases if it is deemed unreasonable to delay a student's commencement, and with Principal approval, there may be an interim Student Health Support Plan put in place. The Medical Management Plan and Student Health Support Plan must be kept in the enrollment record for that student. Students with asthma, diabetes or epilepsy will be provided with a condition specific Medical Management Plan.

The enrolment record must include the following health information:

- details of any diagnosed healthcare needs of the student, including any medical condition, health care need, and known allergy, including whether the student has been diagnosed as at risk of anaphylaxis (see anaphylaxis policy in relation to management of risk of anaphylaxis)
- instructions related to the care required as authorised by the treating health practitioner in the Medical Management Plan
- a Student Health Support Plan detailing how the College will provide the required care and support with regard to the diagnosed healthcare need, complex care need, personalised care and support, or medical condition
- an authorisation for the administration of medication (see also Administration of Medication to Students Procedure and Medication Authority Form).

Following commencement at the College, the student's parents/carers will be required to review and update any changes to the diagnosed health care needs or relevant medical conditions the student may have developed since enrolment. It is the responsibility of the parent/carer to provide this information to the College in a timely manner. The requirements of the Medical Management Plan, Medication Authority Form and the Student Health Support

Plan are detailed below. The College must have processes to communicate with families about health or development concerns of students including how the College provides reasonable adjustments to enable participation in academics, physical education, incursions, excursions, camps and physical activities. The College should review plans and ensure that all relevant parties (staff and families) are aware of the medical advice provided in the Medical Management Plan, and the plans for implementation of care and support at school as documented in the Student Health Support Plan, including written advice on the administration of medication at school where required.

## **Medical Management Plan**

The parents/carers of the student who has a diagnosed health care need or relevant medical condition must provide a Medical Management Plan for the student. This Medical Management Plan will be clarified with the practitioner if required and followed as documented. It must include advice on routine management and, where necessary, specific advice in the event of an incident relating to the student's diagnosed health care need or relevant medical condition e.g., epilepsy where the seizure extends beyond identified time periods. Condition-specific plans (asthma, diabetes, epilepsy) are designed to identify supports relevant to that condition and highlight contingencies and escalation procedures for emergency management. (All Medical Management Plans must include specific advice from a treating medical/health practitioner which is documented, dated and signed.)

The Medical Management Plan should (as relevant to the circumstances) detail the following:

- details of the diagnosed health care need, personal care and support need, complex care need or relevant medical condition, including the severity of the condition and care requirements;
- any current medication prescribed for the student;
- the response required from the College in relation to ongoing care and support and on the emergence of symptoms, including:
  - any medication required to be administered either on a regular basis at school or in an emergency, overnight in the case of camps or excursions; and
  - the response required for an acute episode or if the student does not respond to initial treatment; and
  - processes for accessing additional community support e.g., community nurse, an ambulance for emergency assistance and
  - the signature of the medical practitioner providing the advice/relevant authorisation for medication and the date.

Where required, the Medical Management Plan should be reviewed annually (for example, through a Parent Support Group meeting), or when the parent notifies the College that the student's health needs have changed. It should otherwise be reviewed as needed. For example, the Health Centre Coordinator may also instigate a review of the Medical Management Plan at other times, such as in response to a particular incident.

## **Student Health Support Plan**

In addition to the Medical Management Plan, a Student Health Support Plan aligned to the medical advice must be developed by the College in consultation with the student's parents/carers and implemented so as to ensure:

- practices and procedures are in place to facilitate access and participation in education including mobility support, health support (e.g., diabetes care), complex health support (e.g., tracheostomy management, stoma care), personalised care and support (e.g., continence care, toileting, feeding), mobility support (transfers), authorisation for the administration of medication at school.

- the risks relating to the student's diagnosed health care need, mobility support, or relevant medical condition are assessed and minimised, including provision of additional training for College staff where required.

- all relevant staff members and volunteers can identify the student, access the student's medical management plan, health support plan and if relevant, the location of the student's medication

- if relevant, and where attendance would otherwise pose a significant risk, that the student does not attend the College unless the student has their relevant medications or updated Medical Management Plan and Student Health Support Plan available at the College.

The Student Health Support Plan should include protocols for acute episodes or escalations and preparations for high-risk scenarios, including establishing clear decision-making processes for seeking additional medical advice or calling an ambulance, and arrangements for offsite activities, camps and excursions. Where required, the Student Health Support Plan should be reviewed annually. The Health Centre Coordinator may also instigate a review of the health care plan at other times, such as in response to a particular incident.

## **Communications Plan for Medical Management**

A Communications Plan must be prepared in each school as part of this Policy to set out:

- how relevant staff members and volunteers are informed about this Policy; and the Medical Management and Student Health Support Plans for students at the College who have a medically diagnosed health care need, complex care need, or relevant medical condition

- the requirements for the parent/carer of the student to communicate any changes to the Medical Management Plan authorised by the treating medical practitioner and Student Health Support plan for their student. The Communications Plan must set out how the above communication will occur. This document can be an overarching Communications Plan for managing all diagnosed health care needs, allergies or relevant medical conditions of students in the school and it is not required to be developed for each individual student.

## **Medication**

Relevant requirements in respect to the administration of medication must be included in the Medical Management Plan, Medication Authority Form and Student Health Support Plan, as well as the Communications Plan. The Medication Authority Form must be updated when the medical advice regarding the medication or dosage changes and the school has been informed,

The administration of medication by the College is approved by the Health Centre Coordinator and in most cases, medication must not be administered to a student being educated and cared for unless the administration is authorised by a parent/carer for over-the-counter medications, or a medical practitioner/pharmacist for prescription medications. In the case of an emergency, authorisation may be given verbally by a parent/carer or, if such a person cannot be contacted, a registered medical practitioner or an emergency service. Medication may be administered to a child without authorisation in case of an anaphylaxis or asthma emergency.

## **Related documents**

Medical Management Plan Template

Student Health Support Plan Template

Medication Policy

Medication Authority Form

## **References**

Specialist advice regarding medical conditions. The following organisations provide specialist advice, medical management templates or training in the management of diagnosed health care needs, allergies or medical conditions, including asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis.

### Diabetes

Diabetes Australia (Victoria)

Diabetes Australia

Diabetes Society

### Anaphylaxis and allergies

Australian Society of Clinical Immunology and Allergy

Allergy and Anaphylaxis Australia

Royal Children's Hospital, Department of Allergy and Immunology

### Asthma

National Asthma Council Australia

Asthma Foundation Victoria

Asthma Australia

### Coeliac

Coeliac Australia

### Other

Royal Children's Hospital Complex Care Hub and Schoolcare Program

Royal Children's Hospital fact sheets

Epilepsy Foundation of Victoria

Ratified By: Principal - Dr Darren Egberts

Signature:



Date:

Version	Comments	Date Released	Next Review	Author	Approved
1	New – supersedes the Students Medical Conditions Policy as per MACCS requirements and new guidelines	June 2023	June 2025	Health Centre Coordinator	DP Student Wellbeing
2					