



WERRIBEE SECONDARY COLLEGE

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HEALTH CARE NEEDS POLICY

Date	April 2024	Review Cycle	3 Years	Approved By	College Principal
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INTERPRETER SERVICE

If you need help to understand the information in this policy please contact our college on 9741 1822 or werribee.sc@education.vic.gov.au so interpreters may be arranged via VITS or local services.



PURPOSE

To ensure that Werribee Secondary College provides appropriate support to students with health care needs.

OBJECTIVE

To explain to Werribee Secondary College parents, carers, staff and students the processes and procedures in place to support students with health care needs at school.

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COLLEGE MISSION AND VALUES

At Werribee Secondary College we strive for success in all the chosen endeavours of our students. We nurture the values of **respect** and **responsibility**.

We **respect**, and are **responsible** for embracing our identity and that of others; taking care of our local and global communities, and valuing the right to learn.

We respect and are responsible for our:

Learning

I respect my own right to learn and that of others, and I recognise my responsibility to become a lifelong learner.

Identity

I respect the diverse cultures, religions, languages, beliefs, genders, sexual orientation and the specific needs of those around me. I respect my own role within this community and take responsibility to show respect for both myself and others.

Community

I respect the local and global communities within which I live. I understand my responsibility in protecting these communities to ensure a safe and sustainable future in which everyone feels they belong.

SCOPE

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.

POLICY

This policy should be read with Werribee Secondary College's *First Aid, Administration of Medication, Anaphylaxis and Asthma* policies.

Student health support planning

In order to provide appropriate support to students at Werribee Secondary College who may need medical care or assistance, a Student Health Support Plan will be prepared by Sub school Staff/ Wellbeing/ Priority First Aider 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).

Note: Template health planning forms are available here: <https://www2.education.vic.gov.au/pal/health-care-needs/resources>]

Werribee Secondary 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, Werribee Secondary 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 staff understand the student's needs. Consultation with the student's medical practitioner will not occur without parent/carer consent unless required or authorised by law.

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.

Management of confidential medical information

Confidential medical information provided to Werribee Secondary 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.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in the staff handbook and induction processes
- Discussed in relevant staff meetings, briefings, parent nights and assemblies
- Made available in electronic/digital copy from school administration upon request

FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library (PAL):
 - [Health Care Needs](#)
 - [Health Support Planning Forms](#)
 - [Complex Medical Care Supports](#)
 - [Child and Family Violence Information Sharing Schemes](#)
 - [Privacy and Information Sharing](#)
- Administration of Medication Policy
- Asthma Policy
- Anaphylaxis Policy

