

MELBOURNE HIGH SCHOOL

HEALTH CARE NEEDS POLICY

Help for non-English speakers

If you need help to understand the information in this policy, please contact the school on 98260711 or at mhs@mhs.vic.edu.au.

PURPOSE

To ensure that Melbourne High School provides appropriate support to students with health care needs.

OBJECTIVE

To explain to Melbourne High School parents, carers, staff and students the processes and procedures in place to support students with health care needs at school.

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 Melbourne High School's *First Aid*, *Administration of Medication*, *Anaphylaxis* and *Asthma* policies.

Student health support planning

In order to provide appropriate support to students at Melbourne High School who may need medical care or assistance, a Student Health Support Plan will be prepared by The School Nurse or The Student Wellbeing Coordinator in consultation with the student, their parents, carers and treating medical practitioners.

When a health care need is identified, the family are provided with a *General Medical Advice Form* (see Appendix A

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).

Melbourne High School 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, Melbourne High School 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

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- [Child and Family Violence Information Sharing Schemes](#)
- [Privacy and Information Sharing](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2022
Approved by	Principal – Dr Tony Mordini
Next scheduled review date	July 2026

Observable sign/reaction

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First aid response

<u>Authorisation:</u>
Name of Medical/health practitioner:
Name of Parent/Carer or adult/independent student **: