

## PURPOSE

To ensure that Rubicon Outdoor Centre provides appropriate support to students with health care needs.

## OBJECTIVE

To explain to Rubicon Outdoor Centre 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 Rubicon Outdoor Centre's *First Aid, Administration of Medication, Anaphylaxis* and *Asthma* policies.

### Student health support planning

In order to provide appropriate support to students at Rubicon Outdoor Centre who may need medical care or assistance, a Student Health Support Plan will be prepared by the wellbeing coordinator 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.

Template health planning forms are available here:

<http://www.education.vic.gov.au/school/principals/spag/health/Pages/supportplanning.aspx>

At Rubicon Outdoor Centre if practicable, we will use or adapt the visiting school's existing *Student Health Support Plan* to our setting.

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.

As soon as possible before commencing a program at Rubicon 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).

Rubicon Outdoor Centre 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, Rubicon Outdoor Centre 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 school staff understand the student's needs.

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

## Management of confidential medical information

Confidential medical information provided to Rubicon Outdoor Centre 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.

## FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide:
  - [Health Care Needs](#)
  - [Health Support Planning Forms](#)
  - [Complex Medical Needs](#)
- [Medication Distribution Policy](#)

## REVIEW CYCLE

- This policy was last updated on 13/9/2018 and is scheduled for review in September 2021

## Implementation guide

Is it compulsory for all Victorian government schools to have a policy addressing this issue?	Yes, a school policy addressing this issue is required by Department policy and the Minimum Standards for school registration (and school reviews).
Does this policy have to be approved by school council?	No
Is school community consultation required for this policy?	Consultation with your school council is not required for this policy as it is operational. Principals may choose to present it to school council for noting.
What is the basis for this policy?	<ul style="list-style-type: none"> <li>• Minimum Standards for school registration (and school reviews)</li> <li>• <a href="#">School Policy and Advisory Guide: Health Care Needs</a></li> <li>• Duty of care</li> </ul>
Recommended review cycle	3-4 years

- This policy should be made publicly available on your school website.
- Students with complex medical needs must have a Student Health Support Plan and designated and appropriately trained staff member to provide for their specific health care needs.
- This policy must be read with your school's *Anaphylaxis*, *Asthma*, *First Aid* and *Administration of Medication* policies. We encourage you to review and update your health care policies together.