

HEALTH CARE NEEDS



Help for non-English speakers

If you need help to understand the information in this policy, please contact Rubicon Outdoor School on 03 5773 2285 or via email at Rubicon.os@education.vic.gov.au

PURPOSE

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

OBJECTIVE

To explain to Rubicon Outdoor School staff, visiting schools' staff, parents/carers, and students, the processes and procedures Rubicon Outdoor School will follow to support students with health care needs at school.

SCOPE

This policy applies to:

- all Rubicon Outdoor School and visiting school staff, including casual relief staff and volunteers
- all students attending the school 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 School's *First Aid*, *Administration of Medication*, *Anaphylaxis* and *Asthma* policies.

Rubicon Outdoor School will provide a medical and consent form template.

It is the responsibility of each visiting school to ensure all confidential medical forms are completed by parents/carers prior to the scheduled visit including:

- A Rubicon Outdoor School medical and consent form
- Student Health Support Plan (if required)
- Asthma Action Plans (if required)
- Anaphylaxis Management Plans (if required)

Copies of these forms must be provided to Rubicon Outdoor School four weeks in advance, along with any supplementary documentation completed by the student's treating practitioner, or if the principal of the visiting school has agreed, completed by the parents or carers or adult or independent students.

All information is entered into Rubicon's Student Management System (SMS) and hardcopies of the documents, whilst students attend the school, are stored in a secure location (Thornton Campus or Nayook Campus first aid room) as per the Department's records management policy. Access is limited to DET employees who have a duty of care and responsibility for students whilst at the school. If required, Rubicon Outdoor School will seek further clarification of student needs, with the visiting school prior to commencement.

Information on students' medical needs will be available via the school's SMS. A summary of the medical forms is to be taken with each class group and provided to visiting school staff.

STUDENT HEALTH SUPPORT PLANNING

In order to provide appropriate support to students at Rubicon Outdoor School who may need medical care or assistance, a Student Health Support Plan will be provided by the visiting school four weeks prior to commencement.

Where possible, Rubicon Outdoor School will use the will use or adapt the visiting school's existing *Student Health Support Plan* to our setting. Student Health Support plans help Rubicon Outdoor School and the visiting school to assist students with:

- routine health care support needs, such as supervision or provision of medication while at Rubicon Outdoor School
- 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.

It is the **visiting school's** responsibility to ensure any students with complex medical care needs provide a Student Health Support Plan which provides for appropriate **visiting school staff** to undertake specific training to meet the student's particular needs.

As soon as possible before commencing a program at Rubicon Outdoor School 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 Rubicon Outdoor School medical and consent form.

Rubicon Outdoor 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 any assistance that the student may need at Rubicon Outdoor School or during school activities.

Where necessary, Rubicon Outdoor School may also request consent from parents and carers to consult with a student's medical practitioners, to assist in adopting and following the plan and ensure that appropriate school 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:

- prior to commencement at Rubicon Outdoor School
- when updated information is received from the student's medical practitioner
- when the visiting 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 a case by case basis

Management of confidential medical information

Confidential medical information provided to Rubicon Outdoor School to support a student will be:

- recorded on the student's file
- shared with all relevant staff so that they can properly support students diagnosed with medical conditions and respond appropriately if necessary.
- collected, used, disclosed and managed in accordance with the Schools' Privacy Policy.

COMMUNICATION

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

- Available publicly on our school's website
- Included in Rubicon Outdoor School and visiting school staff induction processes
- Included in visiting school registration packs
- Made available in hard copy from school administration upon request

FURTHER INFORMATION AND RESOURCES

- The Department's Policy and Advisory Library:
 - [Health Care Needs](#)
 - [Health Support Planning Forms](#)
 - [Complex Medical Care Supports](#)
 - [Medication Distribution Policy](#)
 - [Child and Family Violence Information Sharing Schemes](#)
 - [Privacy and Information Sharing](#)

POLICY REVIEW AND APPROVAL

Created/reviewed date	October 2022
Endorsed by	Andrew Monson, Principal
Endorsed on	October 2022
Next review date	September 2026