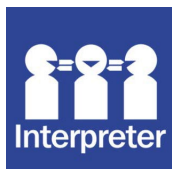




HEALTH CARE NEEDS POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the General Office on (03) 5592 1349

PURPOSE

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

OBJECTIVE

To explain to Terang College 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 Terang College's *First Aid, Administration of Medication, Anaphylaxis* and *Asthma* policies

Student health support planning

In order to provide appropriate support to students at Terang College who may need medical care or assistance, a Student Health Support Plan will be prepared by the Student Wellbeing, Principal, or Administration, 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)

Terang 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, Terang 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 Terang 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: Included in staff induction processes and staff training

- Available publicly on our school's website and Compass
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

The Department's Policy and Advisory Library (PAL):

Allergy forms

- [ASCIA Action Plan: Anaphylaxis – Australasian Society of Clinical Immunology and Allergy \(ASCIA\)](#) – must be completed by the student's medical/health practitioner, in consultation with parents/carers. This plan should be attached to the Student Health Support Plan
- [Individual allergic reactions management plan \(DOCX\)](#) – must be completed by the student's medical/health practitioner, in consultation with parents/carers. This plan should be attached to the Student Health Support Plan

Anaphylaxis forms

- [ASCIA Action Plan for Anaphylaxis](#) – available on ASCIA's website and by the student's medical/health practitioner, in consultation with parents/carers. This plan should be attached to the Student Health Support Plan
- [Annual risk management checklist \(DOCX\)](#) – must be completed by the school to monitor their compliance with Ministerial Order 706, the Anaphylaxis Guidelines and their legal obligations
- [Individual anaphylaxis management plan \(DOCX\)](#) – must be completed by the student's medical/health practitioner, in consultation with parents/carers. This plan should be attached to the Student Health Support Plan

Asthma forms:

[Asthma Action Plan](#) – is available on Asthma Australia's website and should be completed for a student with asthma, by the student's medical/health practitioner, in consultation with parents/carers. This plan should be attached to the Student Health Support Plan

Medical advice forms

The following forms are used to provide descriptions of a student's health condition, their support and first aid requirements, and are completed by the student's medical/health practitioner.

Non-specific conditions

[General medical advice form \(DOC\)](#)

Condition specific

- Acquired brain injury – [Medical advice form – for a student with an acquired brain injury \(DOC\)](#)
- Cancer – [Medical advice form – for a student with cancer \(DOC\)](#)
- Cystic Fibrosis – [Medical advice form – for a student with cystic fibrosis \(DOC\)](#)
- Diabetes – [action and management plans](#)
- Epilepsy – [epilepsy management plans](#)

Medication and authorisation forms

Schools must use relevant forms to authorise and administer student medications. To access the forms, refer to the [School Policy Templates Portal – Medications \(staff login required\)](#)

Medical information for excursions form

[Medical Information form – day excursions \(DOCX\)](#) – must be completed annually by the parent/carer of each student in advance of approved excursion activities

Personal care advice forms

The following Medical Advice Forms are used to describe a student’s personal care requirements and must be completed by a relevant medical/health practitioner, such as a continence care specialist, speech pathologist or physiotherapist.

- Toileting, Hygiene and Menstrual Health Management – [for a student who requires support for toileting, hygiene and/or menstrual health management \(DOCX\)](#)
- Eating and drinking – [for a student who requires support for oral eating and drinking \(DOC\)](#)
- Transfer and positioning – [for a student who requires support for transfer and positioning \(DOC\)](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	4 th December 2025
Approved by	Principal
Next scheduled review date	December 2028/9