

Xavier College

Medical Conditions Policy



1. PURPOSE

Xavier College (the 'College') is committed to establishing and embedding robust student care, safety and wellbeing measures across the College.

The purpose of the Medical Conditions Policy (the 'Policy') is to explain the College's approach to:

- The management of medical conditions diagnosed by a registered medical practitioner including asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis
- Informing the appropriate staff members and volunteers of practices in relation to managing those medical conditions
- Developing a Communications Plan that provides information about how the College will ensure that staff members and volunteers are aware of how the College manages any diagnosed health care needs, allergies or medical conditions of children at the College and how parents/guardians can communicate any changes to the College
- A child enrolled at the College who has a diagnosed health care need, allergy or relevant medical condition and requires having in place:
 - A Medical Management Plan provided by the parents/guardians of the child and for the Medical Management Plan to be followed in the event of a related incident; and
 - A Risk Minimisation Plan developed between the College and the parents/guardians of the child (regulation 90).

2. CONTEXT

The College's fundamental responsibility is the care, safety and wellbeing of all students whilst in its care. There is a moral and legal responsibility to provide a safe and secure environment for all students.

Cura personalis or the care for the entire person is a value central to the College's Ignatian tradition.

The College is committed to:

- Implementing clear guidelines for the management of medical conditions
- Providing education, support and resources for staff, parents/guardians, students and the wider College community on dealing with medical conditions; and
- Training teaching and other relevant staff to recognise the signs and symptoms of a student's relevant medical condition.

This Policy must be followed by all College staff. The Policy is freely available to staff and is made available on the College's intranet.

A copy of this Policy is to be provided to the parents/guardians of a student at enrolment, who has been identified as having a diagnosed health care need, allergy or a relevant medical condition.

3. SCOPE

This Policy applies to any student with a diagnosed health care need, allergy or relevant medical condition and is being educated and cared for by the College, including during any incursions, excursions, camps, immersions or during any overseas travel.

4. POLICY STATEMENT

4.1 Roles and Responsibilities

4.1.1 College Principal

The College Principal is responsible for ensuring that:

- This Policy is documented and approved by the College Board
- All staff members and volunteers understand and implement the requirements in this Policy
- A Communications Plan is documented and executed to ensure that relevant staff members and volunteers are fully aware of students that have been diagnosed with a health care need, allergy or relevant medical condition
- There are systems and procedures to monitor the health, safety and wellbeing of all students being educated and cared for at the College; and
- The medical condition practices and procedures of the College are inclusive in accordance with the College's Ignatian traditions.

4.1.2 Head of Admissions

The Head of Admissions is responsible for:

- Seeking information from parents/guardians, during the College's enrolment process, about any diagnosed health care need, allergy or relevant medical condition in relation to an individual child, including whether a medical practitioner has been consulted in relation to a diagnosed health care need, allergy or relevant medical condition
- Reviewing enrolment records and identifying any children with medical conditions as part of the enrolment and orientation procedures for the College; and
- Recording any prescribed health information and retaining a copy of the Medical Management Plan and the Risk Minimisation Plan on the enrolment record while also providing a copy to the Health Centre at the relevant campus.

4.1.3 Campus Directors

Campus Directors are responsible for:

- Ensuring that parents/guardians are regularly asked whether their child has developed any diagnosed health care need or relevant medical condition
- Requiring parents/guardians of a child with a medical condition to provide a Medical Management Plan for their child
- In consultation with the student's parents/guardians, developing a Risk Minimisation Plan in relation to the student
- Ensuring that any relevant authorisations for the administration of medicine are recorded on the enrolment record and are reviewed and updated on a regular basis
- Regularly reviewing the Risk Minimisation Plan for the relevant students at their campus
- Ensuring that parents/guardians are regularly asked to provide any updated information relating to the nature of, management of, their child's diagnosed health care need, allergies or medical condition; and
- If necessary and appropriate, ensuring an updated Medical Management Plan is provided to the child's parents/guardians.

4.1.4 Health Centre

The Health Centre is responsible for:

- Educating staff about the signs and symptoms that a student may present with in relation to their specific medical condition
- Retaining a copy of the Medical Management Plan and the Risk Minimisation Plan at the campus Health Centre; and
- Monitoring the health and wellbeing of the student while they are attending the Health Centre.

4.1.5 Staff

All College staff are responsible for:

- Informing themselves about the signs and symptoms that a student may present with in relation to their specific medical condition
- Monitoring the safety, health and wellbeing of all students that they have responsibility for at the College; and
- Notifying the Health Centre of a student who presents with the signs and symptoms of a medical condition or an injury, trauma or incident.

4.1.6 Parents/Guardians

Parents/guardians are responsible for:

- Informing the College before enrolment and at any time of any diagnosed health care needs, allergies or relevant medical conditions for their child
- Providing a Medical Management Plan (please refer to Appendix A) to the College for their child and if required any updated Medical Management Plan for their child
- Participating in the development of a Risk Minimisation Plan in relation to their child's diagnosed health care need, allergy or relevant medical condition; and
- Informing the College of any relevant changes relating to the nature of, or management of, the child's diagnosed health care need, allergies or relevant medical condition.

4.2 Students enrolled who have been diagnosed with a health care need, allergy or a relevant medical condition

4.2.1 Child Enrolment Records

For any child enrolled at the College who has a diagnosed health care need, allergy or relevant medical condition, the health information kept in the enrolment record must include:

- Details of any diagnosed healthcare need of the child, including any medical condition(s) and allergies and whether the child has been diagnosed as at risk of anaphylaxis; and
- Any Medical Management Plan, Anaphylaxis Medical Management Plan or Risk Minimisation Plan to be followed with respect to a diagnosed healthcare need, medical condition or allergy and the details of any dietary restrictions for the child (regulation 162).

The College requires a Medical Management Plan and Risk Minimisation Plan to be prepared for every enrolled student who has been diagnosed with a health care need, allergy or relevant medical condition in accordance with the Education and Care Services Regulation 90(1)(c).

Parents/guardians are required to have consulted with a registered medical practitioner in the diagnosis and management of a diagnosed health care need, allergy or relevant medical condition.

4.2.2 Medical Management Plan

A parent/guardian of the child must provide a Medical Management Plan for their child prior to the child commencing at the College. The Medical Management Plan must be followed in the event of an incident relating to the child's diagnosed health care need, allergy or relevant medical condition (regulation 90(1)(c)(i) and (ii)).

The College requires that the child's registered medical practitioner be consulted by the parents/guardians in the development of the Medical Management Plan. The advice from the medical practitioner is documented in the Medical Management Plan.

The Medical Management Plan should detail the following:

- Details of the diagnosed health care need, allergy or relevant medical condition including the severity of the condition
- Any current medication prescribed for the child
- The response required from the College in relation to the emergence of symptoms
- Any medication required to be administered in an emergency
- The response required if the child does not respond to initial treatment; and
- When to call an ambulance for assistance.

4.2.3 Risk Minimisation Plan

A Risk Minimisation Plan must be developed in consultation with the parents/guardians of a child and ensure:

- That the risks relating to the child's diagnosed health care need, allergy or relevant medical condition are assessed and minimised
- If relevant, that practices and procedures are in place including the safe handling, preparation, consumption and serving of food are developed and implemented
- That the parents/guardians are notified of any known allergens that pose a risk to a child and strategies for minimising the risk are developed and implemented
- That all staff members and volunteers can identify the child, the child's Medical Management Plan and the location of the child's medication are developed and implemented; and
- If relevant, to ensure that practices and procedures ensuring that the child does not attend the College unless the child has at the College their relevant medications if this would pose a significant risk (regulation 90(1)(c)(iii)).

4.3 Communications Plan

The College Principal is responsible for ensuring that a Communications Plan is developed to provide information to all College staff, volunteers, students, and parents/guardians about a student's health care need, allergy or relevant medical condition and this Policy.

The objective of the Communications Plan is to ensure that:

- Relevant staff members and volunteers are informed about this Policy and the Medical Management Plan and Risk Minimisation Plan for students in their control that have been diagnosed with a health care need, allergy or relevant medical condition; and

- A parent/guardian of a student communicates any changes to the Medical Management Plan and Risk Minimisation Plan for their child to the College.

The Communications Plan explains how these communications are to be made.

4.4 Incidents, Injuries, Trauma and Illness Procedures

The College has incident, injury, trauma and illness procedures that must be followed in the event that a child is injured, becomes ill or suffers a trauma.

The College requires that the details of any incident, injury, trauma and illness be recorded, which becomes apparent while a child is being educated and cared for.

The details to be recorded include:

- A summary of the incident, injury, trauma and illness
- Any medication administered including the dosage
- First aid provided to the student; and
- Any medical personnel contacted.

A copy of the incident will be stored at the Health Centre.

4.5 Notifying Changes in this Policy

The College's parents/guardians will be notified at least 14 days before making any changes to this Policy if the change may have a significant impact on the College's ability to provide education and care to any child enrolled at the College, or the family's ability to use the College for care and educational services.

If the notice period would pose a risk to the safety, health or wellbeing of any child enrolled at the College, the College will notify parents/guardians as soon as practicable after making a change to the Policy.

4.6 Evaluation

To assess whether the objectives of the Policy have been achieved, the College will:

- Regularly seek feedback from everyone affected by the Policy regarding its effectiveness
- Monitor the implementation, compliance, complaints and incidents in relation to this Policy
- Keep the Policy up to date with current legislation, research, policy and best practice; and
- Revise the Policy and procedures as part of the College policy review cycle, or as required.

5. RELATED LEGISLATION, POLICES, PROCEDURES AND DOCUMENTS

5.1 Related Legislation

Relevant legislation and standards include but are not limited to:

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- National Quality Standard, Quality Area 2: Children's Health and Safety
- National Quality Standard, Quality Area 3: Physical Environment Standard
- National Quality Standard, Quality Area 7: Leadership and Service Management Standard
- Public Health and Wellbeing Act 2008 (Vic); and
- Public Health and Wellbeing Regulations 2009 (Vic).

5.2 Related Policies, Procedures and Documents

This Policy should be read in conjunction with the following policies:

- Student Duty of Care
- Administering Medicine Policy
- First Aid Policy; and
- Student Health and Wellbeing Policy.

6. BREACHES OF THIS POLICY

Any breach of this Policy should be escalated to the College Principal who will oversee the remediation of any breaches.

The College Principal is responsible for ensuring appropriate actions are taken to address breaches of this Policy in accordance with the College's disciplinary procedures.

7. FURTHER INFORMATION

If you would like further information about the way the College manages its approach to infectious diseases, please contact the College Principal.

POLICY RATIFICATION AND REVIEW:

Xavier College policies are ratified by the Xavier College Board and are generally reviewed on a three - year basis or earlier if required.

Please note: This Policy may be varied by the College from time-to-time at its discretion and the College may, at its discretion, depart from this Policy in circumstances where it deems it appropriate to do so.

APPENDIX A: MEDICAL MANAGEMENT PLAN

This sample Medical Management Plan (or equivalent) template outlines how the College will support the student's health care needs, based on health advice received from the student's medical/health practitioner. This Medical Management Plan (or equivalent) must be completed for each student with an identified health care need (not including those with Anaphylaxis as this is done via an Individual Anaphylaxis Management Plan).

This Plan is to be completed by the Director of Campus or nominee in collaboration with the parent/guardian and student.

School:		Phone:
Student's name:		Date of birth:
Year level:		Proposed date for review of this Plan:
Parent/guardian contact information (1)	Parent/guardian contact information (2)	Other emergency contacts (if parent/guardian not available)
Name:	Name:	Name:
Relationship:	Relationship:	Relationship:
Home phone:	Home phone:	Home phone:
Work phone:	Work phone:	Work phone:
Mobile:	Mobile:	Mobile:
Address:	Address:	Address:
Medical /Health practitioner contact:		
This Medical Management Plan should be developed based on health advice received via a medical professional.		
List who will receive copies of this <i>Plan</i> :		
1. Student's Family 2. Other: _____		
The following <i>Medical Management Plan</i> has been developed with my knowledge and input.		
Name of parent/guardian or adult student: _____		
Signature: _____		
Date: _____		
Name of Director of Campus (or nominee): _____		
Signature: _____		
Date: _____		

How the school will support the student's health care needs?

Student's name:			
Date of birth:		Year level:	
What is the health care need identified by the student's medical/health practitioner?			
Other known health conditions:			
When will the student commence attending school?			
Detail any actions and timelines to enable attendance and any interim provisions:			
<p>Below are some questions that may need to be considered when detailing the support that will be provided for the student's health care needs. These questions should be used as a guide only.</p>			
Support	What needs to be considered?	Strategy – how will the school support the student's health care needs?	Person Responsible for ensuring the support
Overall Support	Is it necessary to provide the support during the school day?	For example, some medication can be taken at home and does not need to be brought to the school.	
	How can the recommended support be provided in the simplest manner, with minimal interruption to the education and care program?	For example, students using nebulisers can often learn to use puffers and spacers at school.	
	Who should provide the support?	For example, the principal, should conduct a risk assessment for staff and ask: <ul style="list-style-type: none"> - <i>Does the support fit with assigned staff duties and basic first aid training (see the Department's First Aid Policy www.education.vic.gov.au/hrweb/ohs/health/firstaid.htm</i> - <i>If so, can it be accommodated within current resources?</i> 	
	How can the support be provided in a way that respects dignity, privacy, comfort and safety and enhances learning?	For example, detail the steps taken to ensure that the support provided respects the students, dignity, privacy, comfort and safety and enhances learning.	

First Aid	Does the medical/health information highlight any individual first aid requirements for the student, other than basic first aid?	<p>Discuss and agree on the individual first aid plan with the parent/carer.</p> <p>Ensure that there are sufficient staff trained in basic first aid (see the Department's First Aid Policy www.education.vic.gov.au/hrweb/ohs/health/firstaid.htm)</p> <p>Ensure that all relevant school staff are informed about the first aid response for the student.</p>	
	Does the school require relevant staff to undertake additional training modules not covered under basic first aid training, such as staff involved with excursions and specific educational programs or activities?	<p>Ensure that relevant staff undertake the agreed additional training</p> <p>Ensure that there are interim provisions in place (whilst awaiting the staff member to receive training), to ensure the student's attendance at school.</p>	
Complex medical needs	Does the student have a complex medical care need?	<p>Is specific training required by relevant school staff to meet the student's complex medical care need?</p> <p>The school enables students with ongoing complex medical needs to have their health care requirements met safely at school. This program is available to students who would be unable to attend school without the procedure being performed by appropriately trained staff. Following the referral process, RCH nurses will attend your school and provide specialist training to nominated school staff.</p> <p>Further information about the Schoolcare Program may be found in the Schoolcare Program Guidelines and Referral form at: http://www.education.vic.gov.au/school/teachers/learningneeds/Pages/programsapp.aspx</p>	
Personal Care	Does the medical/health information highlight a predictable need for additional support with daily living tasks?	<p>Detail how the school will support the student's personal care needs, for example in relation to nose blowing, washing hands, continence care</p> <p>Would the use of a care and learning plan for toileting or hygiene be appropriate?</p>	

Support	What needs to be considered?	Strategy – how will the school support the student’s health care needs?	Person Responsible for ensuring the support
Routine Supervision for health-related safety	Does the student require medication to be administered and/or stored at the School?	<p>Ensure that the parent/carer is aware of the School’s policy on medication management.</p> <p>Ensure that written advice is received, ideally from the student’s medical/health practitioner for appropriate storage and administration of the medication – via the Department’s Medication Authority Form.</p> <p>Ensure that a medication log or equivalent official medications register is completed by the person administering the taking of the medication.</p>	
	Are there any facilities issues that need to be addressed?	<p>Ensure the schools first aid room/sick bay and its contents provide the minimum requirements and discuss and agree if other requirements are needed in this room to meet the student’s health care needs.</p> <p>Ensure the school provides sufficient facilities to assist a student who requires a wheelchair or other technical support. Discuss this with the parent/carer/student.</p>	
	Does the student require assistance by a visiting nurse, physiotherapist, or other health worker?	<p>Detail who the worker is, the contact staff member and how, when and where they will provide support.</p> <p>Ensure that the school provides a facility which enables the provision of the health service.</p>	
	Who is responsible for management of health records at the school?	Ensure that information privacy principles are applied when collecting, using, retaining or disposing of personal or health information.	
	Where relevant, what steps have been put in place to support continuity and relevance of curriculum for the student?	For example, accommodation in curriculum design and delivery and in assessment for a student in transition between home, hospital and school; for a student attending part-time or episodically.	
Other considerations	Are there other considerations relevant for this health support plan?	<p>For example, in relation to behaviour, such as special permission to leave group activities as needed; planned, supportive peer environment.</p> <p>For example, in relation to the environment, such as minimising risks such as allergens or other risk factors.</p> <p>For example, in relation to communication, is there a need to formally outline the communication channels between the school, family and health/medical practitioner?</p> <p>For example, is there a need for planned support?</p>	