

## HEALTH CARE NEEDS POLICY



### **Help for non-English speakers**

If you need help to understand the information in this policy please contact Virtual School Victoria 8480 0000.

### **PURPOSE**

To ensure that Virtual School Victoria provides appropriate support to students with health care needs.

### **OBJECTIVE**

To explain to Virtual School Victoria 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 while onsite at Virtual School Victoria or on offsite events.

### **POLICY**

This policy should be read with Virtual School Victoria's *First Aid, Administration of Medication, Anaphylaxis* and *Asthma* policies.

### **Student health support planning**

In order to provide appropriate support to students at Virtual School Victoria who may need medical care or assistance when they are attending onsite events, excursions or camps, a Student Health Support Plan will be prepared by the student, their parents, carers and treating medical practitioners and provided to the teacher in charge of the onsite event, excursion or camp.

Student Health Support plans help our school to assist students with:

- routine health care support needs, such as supervision or provision of medication
- emergency care needs, such as predictable emergency first aid associated with asthma, seizure or diabetes management.

Parents/carers ideally will attend onsite events, excursions or offsite events if their child has complex medical care 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 in a Health Support Plan.

Virtual School Victoria 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, Virtual School Victoria 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 at the point of re-enrolment.

#### Management of confidential medical information

Confidential medical information provided to Virtual School Victoria 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

## FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library (PAL):
  - [Health Care Needs](#)
  - [Health Support Planning Forms](#)
  - [Complex Medical Care Supports](#)
  - [Child and Family Violence Information Sharing Schemes](#)
  - [Privacy and Information Sharing](#)
- Virtual School Victoria First Aid Policy

- Virtual School Victoria Asthma Policy
- Virtual School Victoria Administration of Medication Policy
- Virtual School Victoria Anaphylaxis Policy

#### POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2023
Approved by	Principal <i>Jana Webster</i>
Next scheduled review date	September 2026