



# Botanic Ridge Primary School

## Health Care Needs Policy



### HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Botanic Ridge Primary School on 03 5992 7900 or [botanic.ridge.ps@education.vic.gov.au](mailto:botanic.ridge.ps@education.vic.gov.au).

### PURPOSE

To ensure that Botanic Ridge Primary School provides appropriate support to students with health care needs, and explain to 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 Botanic Ridge Primary School's *First Aid*, *Administration of Medication*, *Anaphylaxis* and *Asthma* policies.

#### 1. Student health support planning

In order to provide appropriate support to students at Botanic Ridge Primary School who may need medical care or assistance, a Student Health Support Plan will be prepared by student wellbeing coordinator, principal or First Aid manager 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.

[Note: Template health planning forms are available here: <https://www2.education.vic.gov.au/pal/health-care-needs/resources>]

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). [Note: Template health planning forms are available here: <https://www2.education.vic.gov.au/pal/health-care-needs/resources>]

Botanic Ridge Primary 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 assistance that the student may need at school or during school activities.

Where necessary, Botanic Ridge Primary School 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.

## 2. Management of confidential medical information

Confidential medical information provided to Botanic Ridge Primary School 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
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Hard copy available from school administration upon request

## FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following policies on 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](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	2/2025
Approved by	Principal
Next scheduled review date	Before 2/2029 – noting a 4-year review cycle

## STUDENT HEALTH SUPPORT PLAN - Cover Sheet

This plan outlines how the school will support the student's health care needs, based on health advice received from the student's medical/health practitioner. This form 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 – see [Anaphylaxis](#)).

**This Plan is to be completed by the principal or nominee in collaboration with the parent/carer and student.**

School:		Phone:
Student's name:		Date of birth:
Year level:		Proposed date for review of this plan:
Parent/carer contact information (1)	Parent/carer contact information (2)	Other emergency contacts (if parent/carer 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:		
General Medical Advice Form - for a student with a health condition School Asthma Action Plan Condition Specific Medical Advice Form – Cystic Fibrosis Condition Specific Medical Advice Form – Acquired Brain Injury Condition Specific Medical Advice Form – Cancer Condition Specific Medical Advice Form – Diabetes		Condition Specific Medical Advice Form – Epilepsy Personal Care Medical Advice Form - for a student who requires support for transfers and positioning Personal Care Medical Advice Form - for a student who requires support for oral eating and drinking Personal Care Medical Advice Form - for a student who requires support for toileting, hygiene and menstrual health management
List who will receive copies of this <b>Student Health Support Plan</b> : 1. Student's Family    2. Other: _____ 3. Other: _____		
The following <b>Student Health Support Plan</b> has been developed with my knowledge and input Name of parent/carer or adult/mature minor** student: _____ Signature: _____ Date: _____ **Please note: Mature minor is a student who is capable of making their own decisions on a range of issues, before they reach eighteen years of age. See: <a href="#">Decision Making Responsibilities for Students</a> Name of principal (or nominee): _____ Signature: _____ Date: _____ <b>Privacy Statement</b> The school collects personal information so as the school can plan and support the health care needs of the student. Without the provision of this information the quality of the health support provided may be affected. The information may be disclosed to relevant school staff and appropriate medical personnel, including those engaged in providing health support as well as emergency personnel, where appropriate, or where authorised or required by another law. You are able to request access to the personal information that we hold about you/your child and to request that it be corrected. Please contact the school directly or FOI Unit on 96372670.		