

Medical Care Policy

Purpose: To provide clear guidelines regarding the provision of health-related assistance to students.

To comply with the requirements of Education and Training Reform Act 2006 (Vic) regarding the development and implementation of procedures distributing medicines, identification and monitoring students who have pre-existing medical conditions, and caring for those who become ill or injured at school.

Scope: School Coordinator (Principal), school staff (including casual relief staff), volunteers and parents/carers/guardians of students

Implemented by: School Coordinator (Principal), Teachers

Approved by: Parent Group, LC Board

Communicated via: School website, staff induction, enrolment agreement, staff meetings, annual staff first aid training, first aid area, policy folder

Reviewed: Every two years or as legislative changes or improvements are identified

Overview

Learning Co-operative will plan for the medical needs of students including developing and implementing processes to ensure the safe provision of medical or health-related support at school for students who have a health care need or condition that may impact them whilst at school.

Definitions and Key Terms

The school has a **duty of care** owed to students, by which it is required to make proper arrangements for students who are ill or injured or who have a medical condition that requires a reasonable adjustment to be made or other response to be taken.

VIT registered teachers also have a duty of care, by which they are required to administer first aid when necessary, within the limits of their skill, expertise and training. It should be noted that a teacher's duty is greater than that of the ordinary citizen in that a teacher is obliged to assist an injured student, while the ordinary citizen may choose to do nothing.

Non-VIT registered school staff do not have the same legal duty of care. The school may, however, still ask non-teaching staff/adult to take responsibility for the care of students. In making such a request, the school retains its duty of care (which is non delegable) and so must ensure that the staff concerned have proper training and support and should always be able to contact another member of staff/adult if assistance or advice is needed.

Even under the duty of care, there are limits to the actions required of a principal and teachers. In the case of **serious injury or illness**, neither the principal nor the teacher is required to diagnose or treat the condition apart from carrying out the appropriate first aid procedures.

Parents/carers/guardians have primary responsibility for the health of their child(ren). The aim of this policy is not the **diagnosis** or treatment of a medical condition but to implement a medical plan which is provided by parents/carers/guardians and agreed to by the principal.

Medical Care Plans – a medical care plan is the collective term used throughout this policy for one of the following four plans:

1. An **Individual Anaphylaxis Management Plan** is a student's anaphylaxis emergency response plan prepared in conjunction with the parents/carers/guardians and principal, reviewed annually and includes the Australasian Society of Clinical Immunology and Allergy Anaphylaxis (ASCIA) Plan completed by the student's medical/health practitioner in consultation with the parents/carers/guardians annually. See the Anaphylaxis Policy for further information.
2. An **Individual Allergy Management Plan** is a student's Allergy Care plan prepared in conjunction with the parents/carers/guardians and principal, reviewed annually and may include an Australasian Society of Clinical Immunology and Allergy (ASCIA) Allergic Reactions Plan completed by the student's medical/health practitioner in consultation with the parents/carers/guardians annually. This plan only applies to people with mild/moderate allergies, who need to avoid certain allergens. For people with severe allergies (and at risk



of anaphylaxis) use the **Individual Anaphylaxis Plan**, which include adrenaline autoinjector instructions.

3. An **Asthma Management Plan** is a student's Asthma Care plan in a format approved by Asthma Australia and completed by the student's medical/health practitioner in consultation with the parents/carers/guardians annually.
4. A **Medication Consent Form and Medical Management Plan** is a plan in a format provided by Learning Co-operative for students with any other identified health care need (i.e. other than Anaphylaxis, Asthma or Allergy) and/or where medication is to be administered. It is completed by the parent/carer/guardian.

Student Medical Records

Upon enrolment, parents/carers/guardians are required to complete the medical detail section of the enrolment form including any associated Medical Care Plans. Parents/carers are reminded twice a year of the need to update any medical information or Medical Care Plans and emergency contact details.

Known Medical Conditions and Health Care Needs

The school must plan for students with known medical conditions or identified health care needs that:

- need medical or health-related support at school
- have a health care need or condition that may impact them whilst at school
- have a health care need or condition that may impact their engagement and participation in school programs and activities.

In these situations, parents/carers/guardians are required to complete a Medical Care Plan as relevant for their condition, detailing a description of the condition, symptoms of deterioration of the condition, usual medical treatment to be administered at school, medical treatment if the condition deteriorates and any side effects of the relevant medication. The Medical Care Plan will also include the name, address and phone number of the child's medical practitioner and emergency contacts. Copies of the Medical Care Plan will be kept in the student's file in the office, digitally in the Student Management System, and in the first aid area.

All staff and volunteers should make themselves aware of the medical conditions of students in their care and the medication taken by that student as described in their Medical Care Plan. The Coordinator will brief Teachers at staff meetings and parents at Parent Group meetings when there are new or revised Medical Care Plans for students.



Schools must arrange for professional learning activities for relevant staff to meet the specific health needs of students with disabilities that are not covered under basic first aid training. Training may also be provided by the individual student's treating health teams (for example, clinical nurse educator or consultant).

Personal Care Support

Assisting a student with the management of personal hygiene and health routines must be conducted in a manner that maximises the student's safety, comfort, independence, dignity, privacy and learning. Operational practices must also reflect occupational health and safety standards and child safety standards.

In addition to a Medical Management Plan, the school may utilise specific plans for students who require assistance with toileting, menstruation management, eating and drinking, and mobility assistance. In addition to working with families we will consider whether assistance and advice is required from the student's medical practitioner or from specialists such as physiotherapists, occupational therapists or speech pathologists.

Student Medication

Students with long or short-term medical conditions which require medication to be administered at school must supply the following:

- A Medication Consent Form and Medical Management Plan from the parent/carer/guardian giving the Mentor/designated First Aid Officer permission to assist the student to take the prescribed medication. This form must state the dose/s and time/s to be administered at school, and any directions for storage or method of administration.
- Medication must be in its original packaging showing the name of the drug, expiry date and dosage information, and if prescription medication a clearly evident pharmacist direction label with the student's name.

The school will return any unused medication. Administering of any medication will be recorded in the Medication Administered Log.

Student medication must be given to the - OHS/First Aid officer with the Medication Consent Form and Medical Management Plan and they will organise for it to be stored in either the First Aid area, or a refrigerator.

In the event of a student refusing to take medication, the Coordinator will advise the parent as soon as possible. A student will not be forced to take medication unless a situation is considered to be, or has potentially become, life-threatening.



Medications (including over-the-counter items) may not be stored by students in their bags, lockers or on their person, with the exception of Asthmatic reliever sprays (e.g. Ventolin) which may be kept by students trained in their use if this has been indicated by a medical practitioner on their Asthma Management Plan.

Parents/carers/guardians of students who wish to utilise specific over the counter medication for minor conditions (such as reactions to insect bites, hay fever, menstrual cramps) whilst at school are required to complete a Medical Care Plan prior to the medication being stored in the first aid area.

Missed Dose

If a scheduled dose of medication is missed the school will respond in the following way:

1. parents/carers/guardians are to be contacted immediately once realised to seek their advice and instructions
2. staff will follow the advice of parents/carers/guardians
3. action taken to be recorded in the Student Management System.
4. review the incident to determine cause of the missed dose, and if relevant review relevant policies and associated procedures and forms.

Medication error

If a student takes medicine incorrectly the school will respond in the following way:

1. follow any procedures outlined in the students' Medical Care plan/s (if these are included)
2. ring the Poisons Information Line 13 11 26 and seek advice
3. act immediately upon their advice, such as calling an ambulance (on 000) immediately if you are advised to do so
4. contact the parents/carers/guardians to notify them of the medication error and action taken
5. review the incident to determine cause of the error, and if relevant review First Aid Policy and associated procedures and forms.

Any medication errors should be noted in the First Aid register in the Student Management System.

The first dose of any new medications for a student are not be taken at school.

It is not the school's role to monitor the effects of medication or interpret behaviour in relation to a medical condition. School staff should follow the Medical Care Plan or seek emergency medical assistance if they are concerned about a student's behaviour following medication.



Notifying the school: Contagious Illnesses, injuries and serious events

Parents/carers/guardians have a responsibility to notify the school if their child is diagnosed with a contagious illness as per the Department of Health Guide

(<https://www.health.vic.gov.au/infectious-diseases/school-exclusion-table>). The school will then notify families as necessary based on the illness and any relevant Pandemic or Health Orders.

Depending on the illness diagnosed this may include notifying those who:

- Have not undergone a complete immunisation program and may be susceptible.
- Have reduced immune system capabilities due to their own medical conditions.
- Have been identified as a Close Contact.

Parents/carers/guardians also have a responsibility to notify the school if their child is diagnosed with a serious injury such as a concussion as written medical clearance to return to school is required to be sighted by the school, before the student can return.

Parents/carers/guardians have a responsibility to notify the school if their child is involved in any serious or traumatic events so that the school can provide relevant monitoring and care. Such events may include the death of a family member, pet or close acquaintance, a car accident, or being the recipient of traumatic news.

Privacy

Medical information will be handled as per our Privacy Policy.

Related Documentation

Medication Consent Form & Medical Management Plan

Medication Log

Individual Allergy Management Plan

Individual Anaphylaxis Management Plan

Register of Staff First Aid Training

Enrolment Agreement

Education and Training Reform Act 2006 (Vic)

Education and Training Reform Regulations (2017)

Victorian Registration and Qualifications Authority (VRQA) Minimum Standards

Disability Discrimination Act 1992 (Cth)



Equal Opportunity Act 2010 (Vic)

Occupational Health and Safety Act 2004 (Vic)

Related Policies

- Anaphylaxis Management Policy
- Privacy Policy
- Duty of Care Policy
- First Aid Policy