Melbourne Archdiocese
Catholic Schools

Caroline Chisholm Catholic College Medical Management Procedures

CAROLINE CHISHOLM CATHOLIC COLLEGE

Purpose

This procedure documents the requirements for managing information and care of students with diagnosed health, personalised care or complex care needs or medical conditions in place at Caroline Chisholm Catholic College with a view to maintaining and safeguarding the privacy, confidentiality, and wellbeing of students in line with the school's Privacy Policy and Standard Collection Notice.

Scope

These procedures apply to:

- the principal, employees and volunteers
- students who have a diagnosed health care need, personalised care need, complex care need, mobility need or relevant medical condition
- parents/guardians/carers of students who have a diagnosed health care need, personalised care need, complex care need, mobility need or relevant medical condition.

Procedures

At enrolment

1. Enrolment

1.1. When a child's enrolment record has been completed, the principal or delegate reviews it to identify whether the child has a diagnosed health care, personal care need, complex medical need, or relevant medical condition.

1.2. The principal communicates the requirement for provision of a general or condition specific medical Management Plan from the child's parents/guardians/carers where the child has a specific health care, personal care need, complex medical need or relevant medical condition diagnosed by a relevant AHPRA registered medical/health practitioner.

1.3. Prior to attending school, the parents/guardians/carers provide the relevant general or condition specific Medical Management Plan signed by the relevant registered medical/health practitioner.

1.4. For students requiring the ongoing administration of medication at school or during school activities for a medical/health condition, a Medication Authority Form is required, signed by an authorising AHPRA registered medical/health practitioner. Please refer to the Administration of Medication Policy for further information.

1.5. Prior to attending school, the principal or delegate develops a Student Health Support Plan (SHSP) in consultation with the student's parents/guardians/carers.

1.6. Relevant aspects of the school's operation should be considered in relation to the child's inclusion in the educational program and to ensure their access and participation in education. When the college is informed of a student having a medical / health condition, the college nurse / wellbeing staff work with the family and student to put together a SHSP. A care team is formed including the students Learner Mentor and Year Level Coordinator, at times the Director of Campus is also involved. This might also involve the Learning Diversity Team. If required, a PEEP form is completed with HR.

1.7. Where medically indicated, the school must designate staff to provide complex medical care and/or personal care and support to ensure the continuity of education for students with identified personal, health care needs, mobility support requirements or complex care needs. All staff undergo anaphylaxis training and there are staff with varying levels of first aide training. The college also has two nurses.

1.8. In some cases, there may (with principal approval) be a short-term interim Medical Management Plan and Student Health Support Plan if the school is awaiting relevant medical or other information at the time the child commences attendance, and it would not be reasonable to delay a child's attendance in the circumstances. The Medical Management Plan and Student Health Support Plan must be kept in the enrolment record for that child.

1.9. The principal or delegate (College nurse / student services – first aide officer) updates the enrolment record with the following health, personal care information:

1.9.1. up-to-date details of any diagnosed healthcare needs of the child, including any medical condition, health or personal care need, medications, known allergy, including whether the child has been diagnosed as at risk of anaphylaxis (see Anaphylaxis Policy in relation to management of risk of anaphylaxis)

1.9.2. instructions related to the care required as authorised by the treating health practitioner in the relevant General or Condition Specific Medical Management Plan

1.9.3. a Student Health Support Plan detailing how the school will provide the required care and support about the diagnosed healthcare need, complex care need, personalised care and support, or medical condition

1.9.4. an authorisation for the administration of medication where administration of medication is required in the school environment or during school activities (see also Administration of Medication Policy).

Commencement at school

2. Commencement at school

2.1. Following commencement at a school, the child's parents/guardians/carers will be regularly consulted regarding any changes to the diagnosed health care or personal care needs or relevant medical conditions the child may have developed since enrolment.

2.2. It is the responsibility of the parents/guardians/carers to provide this up-to-date information to the school in a timely manner.

2.3. The college asks for families to communicates and medical conditions as a part of the enrollment process and is followed up during the interview process. The college nurse / student services (first aide officers) follow up with contact with family to seek relevant information to create a SHSP.

Medical management and action plans

3. Development and management of Medical Management and Action Plans

3.1. The principal requires that parents/guardians/carers of the child who has a diagnosed health care, personal care need or relevant medical condition provide an up-to-date Medical Management Plan for their child, using a general or condition specific medical management plan signed by an authorising registered medical/health practitioner.

3.2. The plan must include advice on routine management and where necessary specific advice in the event of an incident relating to the child's diagnosed health care need or relevant medical condition e.g., epilepsy where the seizure extends beyond identified time periods.

3.3. The principal or delegate will clarify the Medical Management Plan with the practitioner when required by the school to comply with its duty of care and follow it as documented.

3.4. Condition-specific medical or personal care management plans (e.g., asthma, diabetes, epilepsy, cancer, etc) are used in lieu of the general Medical Management Plans, endorsed by a registered medical practitioner. Students with personal care needs (toileting, hygiene, menstrual care, eating/drinking, and positioning/transfer) require an up-to-date personal care medical management plan completed by the relevant registered health practitioner.

3.5. The advice provided by the medical practitioner in the relevant management plan is used in consultations between the school and the family to document a Student Health Support Plan.

3.6. Where required, the Medical Management Plan should be reviewed annually (for example, through the Program Support Group meeting) or as indicated according to the condition specific plan (e.g., a review of Asthma Action Plan is recommended every six months by Asthma Australia), or when the parent notifies the school that the student's health needs have changed. It should otherwise be reviewed as needed. Provide details for circumstances around the need for review, for example, in response to a particular incident or changes that are required to comply with duty of care obligations.

Location of medical management plans and other documentation

4. Location and handling of Medical Management documentation

4.1. The first aide officer (student services) / college nurse communicates to staff the details of the location of student general/condition specific management plans within the school, during excursions, camps and special events conducted, organised, or attended by the school.

4.2. The principal ensures a log of student medical conditions and management is updated by all staff and maintained by the first aide officer (student services) / college nurse

4.3. The principal is to store the medical management plan register in a location for relevant staff to access and communicate the location to staff.

4.4. All student medical plans are accessible through student compass profile as well as at student services. All student medical information is accessible on compass via the event the student has been enrolled in such as camps, excursions and special activities.

4.5. Procedures for camps, excursions, and special activities includes downloading the medical information from the event to provide all information for any student needing any medical support and administering of medication whilst on event. A letter is sent to families to complete prior to event. This also includes the medical authorisation form. Preparing a medical administration log and booklet with all relevant medical information and copy of student plans. Specific staff are allocated with the role and responsibility of overseeing the medical management of students whilst on events such as camp, excursions, and special events.

Training for medical management

5. Staff training

5.1. Where medically indicated, the principal will designate staff to provide complex medical care and/or personal care and support to ensure the continuity of education for students with identified health care needs, personal care or mobility support requirements or complex care needs.

5.2. In some instances, it may be necessary for one or more staff members to access additional professional development or training to assist in meeting a student's complex health care or personal care needs.

5.3. Staff may require additional, specific training for administering specialised medications such as injections or rectal suppositories, through the Schoolcare Program at Royal Children's Hospital or approved health service providers.

Communication plans

6. Communication about the management of medical conditions and health care needs

6.1. The principal is responsible for ensuring that a communication plan is developed to provide information to families about health or development concerns of students including how the school provides reasonable adjustments to enable participation in physical education, incursions, excursions, camps, and physical activities.

6.2. The principal reviews plan and ensures that all relevant parties (staff and family) are aware of the up-to-date medical advice provided in the Medical Management Plan and the plans for implementation of care and support at school as documented in the Student Health Support Plan, including written advice on the administration of all medication at school where required.

6.3. Communication with staff and parents/guardians/carers is based on the overarching Communications Plan for managing all diagnosed health care needs, allergies, or relevant medical conditions of children in the school and it is not required to be developed for each individual child.

6.4. The student services (first aide officer /nurse) track and monitor medical plan information. They make contact with parent/ guardians/ carers prior to event and or activities such as camps to ensure information is up to date.

6.5. A communication plan is prepared for every key activity and event with specific staff nominated to oversee the administering of medication.

6.6. This communication plan includes strategies for advising school staff, students and parents/guardians/carers about how to support the student's health needs in various environments:

- during normal school activities, including in a classroom, in the school yard, in all school buildings and sites including gymnasiums and halls
- during off-site or out of school activities, including on excursions, school camps and at special events conducted, organised or attended by the school.

Definitions

AHPRA Registered Medical/Health Practitioner

A person registered under Australian Health Practitioner Regulation Agency (AHPRA) and relevant state/national board designating the scope of practice for their medical/health profession, whether or not the registration of that person is general, specific, provisional, interim or non-practising but does not include a registered student.

Delegate

A role, position or group (such as a committee) that has authority to act or make decisions in the manner and to the extent prescribed in a policy, framework or delegation instrument.

General / condition specific medical management plan

Information provided by the parent/guardian/carer of a student with a diagnosed health care need or relevant medical condition. The plan should contain details of the current diagnosis, current medication, response required from the school in relation to ongoing care and support and the emergence of symptoms. The Medical Management Plan must be signed by the medical practitioner providing the advice, relevant authorisation for mediation and be dated. A condition specific management plan is a management or action plan designed to address the specific needs related to a medical or health condition, such as asthma, diabetes, epilepsy, continence, cystic fibrosis, eating and drinking, cancer, etc.

Medical diagnosis

Where a registered medical practitioner has determined the disease or condition that explains a person's symptoms and signs.

Medical management plan

Information provided by the parent/guardian/carer of a student with a diagnosed health care need or relevant medical condition. The plan should contain details of the current diagnosis, current medication, response required from the school in relation to ongoing care and support and the emergence of symptoms. The Medical Management Plan must be signed by the medical practitioner providing the advice, relevant authorisation for mediation and be dated.

Medication

A drug or other form of treatment, either provided over the counter or prescribed by a registered medical practitioner that is used to prevent, treat, or improve medical condition.

Personal care

Personal care is the support and supervision of daily personal living tasks and private hygiene.

Procedure

A step-by-step or detailed instruction for the implementation of MACS policy that is mandatory across MACS and MACS schools.

Student health support plan

The student health support plan is aligned to the medical management plan and must be developed by the school in consultation with the student's parents/guardians/carers to ensure that practices and procedures are in place to facilitate access and participation in educational programs.

Related policies and documents

Supporting documents

Caroline Chisholm Catholic College Medical Management Policy
Medical Management Policy for MACS Schools
Medical Management Plan – Template
Student Health Support Plan – Template
Caroline Chisholm Catholic College Medication Authority Form
Caroline Chisholm Catholic College Medical Management Communication Plan
Continence Management Log
Continent Management Log – Incident Alert Template
Medical Management Plan – Acquired Brain Injury
Medical Management Plan – Cancer
Medical Management Plan – Cystic Fibrosis
Medical Management Plan – Oral Eating and Drinking
Medical Management Plan – Positioning and Transfer
Medical Management Plan –Toileting, Hygiene and Menstrual Management
Toileting Hygiene and Menstruation Care Learning Plan
Toileting and Continence Care Learning Plan

Related MACS policies

Administration of Medication Policy
Anaphylaxis Policy
First Aid Policy

Resources

Specialist advice regarding medical conditions

The following organisations provide specialist advice, medical management templates or training in the management of diagnosed health care needs, allergies or medical conditions, including asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis.

Diabetes

Diabetes Australia (Victoria) Diabetes Australia Australian Diabetes Society

Anaphylaxis and allergies

Australian Society of Clinical Immunology and Allergy Allergy and Anaphylaxis Australia
Royal Children's Hospital, Department of Allergy and Immunology

Asthma

Asthma Australia
National Asthma Council Australia
Asthma Foundation Victoria Asthma Australia

Coeliac

Coeliac Australia

Other
Royal Children's Hospital Complex Care Hub and Schoolcare Program Royal Children's Hospital fact sheets
Epilepsy Foundation of Victoria

Policy information table

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