

# Sacred Heart Medical Management Policy



Sacred Heart is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools (MACS).

## Purpose

Sacred Heart seeks to provide, as far as practicable, a safe and supportive environment. The school seeks to facilitate the inclusion and safe participation of all students in the educational experiences offered by the school. The purpose of this Medical Management Policy is to meet the school's duty of care for its students who have a diagnosed health care, complex care need or medical condition. This Policy must be followed and be readily accessible and available for inspection at all times and a copy of the Policy must be provided to the parent/guardian of a child who is enrolled and who has a diagnosed health care need, complex care need or relevant medical condition. (It excludes students with allergies or at risk of anaphylaxis – see specific anaphylaxis and allergies policy for requirements for those conditions).

## Scope

This Policy applies to:

- all staff, including casual relief staff and volunteers
- all students who have a diagnosed health care need, complex care need, mobility need or relevant medical condition
- parents, guardians and/or carers of students who have a diagnosed health care need, complex care need, mobility need or relevant medical condition.

## Procedures

### Enrolment

When a child who has a diagnosed medical condition, health care need, complex medical need or requiring personalised care and support is enrolled additional requirements must be met to ensure that the child's safety, health and wellbeing is protected. Once a child's enrolment record has been completed the school will review the enrolment record to identify whether the child has a diagnosed health care needs or relevant medical condition.

Where the child has a diagnosed medical condition, health care need, complex medical need or requiring personalised care and support, allergy or relevant medical condition diagnosed by a registered medical practitioner, the school will require a copy of the child's medically approved Medical Management Plan from the child's parents/guardians. The advice provided by the medical / health practitioner in the Medical Management Plan is used in consultations between the school and the family to document a Student Health Support Plan.

The school may seek additional information from the treating practitioner where necessary.

All aspects of the school's operation will be considered in relation to the child's inclusion in the program and ensure that reasonable care is applied to ensure their safety, health and wellbeing is protected at all times. Every reasonable precaution will be taken to protect children from harm and from any hazard likely to cause injury. Where necessary and appropriate, staff members will access additional professional development or training to facilitate the enrolment and assist in meeting a

child's needs.

The authorised Medical Management Plan and Student Health Support Plan should be developed and must be in place prior to the child commencing attendance noting that in some cases, there may be an 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. The enrolment record must record the following health information:

- evidence of any medically diagnosed healthcare needs of the child, including any medical condition and allergies, personalised care and support needs, medically prescribed medications and administration details including whether the child has been diagnosed as at risk of anaphylaxis (see also the school's Anaphylaxis Policy)
- the Medical Management Plan, an Individual Anaphylaxis Management Plan, where relevant, and Student Health Support plan to be followed with respect to a diagnosed healthcare need, medical condition or allergy, provision of personalised care and support and details of any dietary restrictions for the child
- relevant medical authorisations for the administration of prescribed or 'over the counter' medication (see also the school's Administration of Medication to Students Procedures and Medication Authority Form).

Following commencement, parents/guardians will be regularly consulted regarding any diagnosed health care needs, allergies or relevant medical conditions a child may have developed since enrolment.

The requirements of the Medical Management Plan and the Student Health Support plan are detailed below, together with the requirements of a Communications Plan so as to ensure that all parties are aware of the relevant Medical Management Plan and the Student Health Support Plan.

## Medical Management Plan

The parents/guardians of the child who has a medically diagnosed health care need, allergy or relevant medical condition must provide an authorised Medical Management Plan for the child. The child's registered medical/health practitioner must be consulted by parents/guardians in the development of the Medical Management Plan and the advice from the medical/health practitioner must be documented in the Medical Management Plan (signed and dated by the medical/health practitioner).

Where required, the Medical Management Plan should be reviewed annually (for example, through a Program Support Group meeting) or when the parent notifies the school that the student's health needs have changed. It should otherwise be reviewed as needed. For example, principals may also instigate a review of the Medical Management Plan in response to a particular incident or concern.

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. Schools may request further medical advice from the medical/health practitioner where this is deemed necessary to clarify practice or mitigate newly identified risks.

The Medical Management Plan should (as relevant to the circumstances) detail the following:

- evidence of the medically diagnosed health care need, attendance care need, allergy or relevant medical condition including the severity of the condition
- details for the administration of any current medication prescribed for the child
- the response required from the school in relation to the emergence of symptoms, including:

- any medication required to be administered in an emergency and the response required if the child does not respond to initial treatment; and
- when to call an ambulance for assistance.

### **Student Health Support plan**

In addition to the Medical Management Plan, a Student Health Support plan must be developed in consultation with the child's parents/guardians and implemented so as to reasonably ensure:

- that the risks relating to the child's medically 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 are notified of any known allergens that pose a risk to the child and strategies for minimising the risk are developed and implemented
- that all relevant staff members and volunteers can identify the child, the child's Medical Management Plan and the location of the child's medication
- if relevant and where attendance would otherwise pose a significant risk, that the child does not attend the school unless the child has their relevant Medical Management Plan and medications available at the school.

The Student Health Support Plan should include preparations for high-risk scenarios (for example, excursions and camps) including establishing clear decision-making processes for calling an ambulance.

Where required, the Student Health Support Plan should be reviewed at least annually (for example, through a Program Support Group meeting) or when the parent notifies the school that the student's health needs have changed. It can otherwise be reviewed as needed. For example, principals may instigate a review of the Student Health Support Plan in response to a particular incident or concern.

### **Communications Plan for Medical Management**

A Communications Plan for Medical Management must be prepared as part of this Policy so as to set out how:

- relevant staff members and volunteers are informed about this Policy; and, the Medical Management and Student Health Support Plans for children at the school who have a medically diagnosed health care need, attendant care need, allergy or relevant medical condition
- a parent of the child can communicate any changes (with supporting evidence) for the Medical Management Plan and Student Health Support plan for their child.

The Communications Plan for Medical Management must set out how the above communication will occur. This document can be an overarching communication plan for managing all diagnosed health care needs, allergies or relevant medical conditions of children enrolled at the school and it is not required to be developed for each individual child.

## Medication

Relevant requirements in respect of the administration of prescribed medication must be included in completing the Medical Management Plan and Student Health Support Plan, as well as the Communications Plan.

In all cases except emergency situations (see below), medication must not be administered to a child being educated and cared for unless the administration is authorised by a treating medical / health practitioner. The enrolment record kept for each child must include details of any person who is authorised to consent to medical treatment or administration of medication to the child.

In the case of an emergency, authorisation may be given verbally by a parent/guardian or a person named in the child's enrolment record as authorised to consent to administration of medication or, if such a person cannot reasonably be contacted in the circumstances, a registered medical practitioner or an emergency service. Medication may be administered to a child without an authorisation in case of an anaphylaxis or asthma emergency.

## First aid, anaphylaxis management and emergency asthma management training

In addition to the above requirements, there must be in attendance at school at least one educator or nominated supervisor who must be immediately available in an emergency and who holds and/or has undertaken (as relevant):

- a current approved first aid qualification
- current approved anaphylaxis management training
- approved emergency asthma management training.

A person may possess one or more of the above.

## Related policies and procedures

### Incidents, injuries, trauma and illness

The school's incident, injury, trauma and illness policies and procedures will include procedures to be followed in the event that a child is injured, becomes ill or suffers a trauma. An incident, injury, trauma and illness record will be kept that includes details of any illness which becomes apparent while a child is being educated and cared for and details of any medication administered or first aid provided and any medical personnel contacted.

See also the MACS Care, Safety and Welfare of Students Framework and the school's policies, procedures and guidelines related to the management of health and safety, first aid, anaphylaxis and duty of care.

## Related documents

Medical Management Plan Template  
Student Health Plan  
Administration of Medication to Students – Procedures  
Medication Authority Form  
Communication Plan for Medical Management