

HEALTH CARE NEEDS POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school's administration office.

PURPOSE

To ensure that MINDALK Primary School provides appropriate support to students with health care needs.

OBJECTIVE

To explain to MINDALK Primary School 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.
- parents/guardians/carers of students who have a diagnosed health care need, personalised care need, complex care need, mobility need or relevant medical condition requiring support at school

POLICY

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

Parents/guardians/carers must inform the school of any diagnosed health care, personal care need, complex care or medical condition diagnosed by a registered medical /health practitioner when a student is enrolled at the school.

Reasonable adjustments may be required to support continuity of education and to safeguard the child's safety and ensure that their health and wellbeing is protected during school related activities.

Parents need to supply Medical Management Plan written and signed by a Medical Health Practitioner that includes details of the diagnosed health condition, all current medications, advice on routine management and where necessary, specific advice as a response to an incident, escalated need or ongoing care and need relating to the child's diagnosed health condition.

Examples of the health support forms used by MINDALK Primary School are available here: [Health Care Needs - Forms](#)

Student health support planning

In order to provide appropriate support to students at MINDALK Primary School who may need medical care or assistance, a Student Health Support Plan will be prepared by the School Nurse 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.

Students with complex medical care needs for example tracheostomy care, seizure management, Diabetes, enteral feeding or catheterisation, coeliac disease must have a Student Health Support Plan which provides for appropriate staff to undertake specific training to meet the student's particular needs through the School care Program at Royal Children's Hospital or accredited health service providers.

MINDALK 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, MINDALK 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/carers consent unless required or authorised by law.

Student Health Support Plans are 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.

Management of confidential medical information

Confidential medical information provided to MINDALK Primary School to support a student is:

- 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 is 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 MINDALK Manual - Staff
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information sessions
- Reminders in our school newsletter
- Hard copy available from our school administration office upon request

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](#)

MINDALK Primary School's related policies and procedures:

- Medication Administration Policy
- Anaphylaxis Policy
- Asthma Policy
- First Aid Policy
- Medication Authority Form

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2025
Approved by	Principal
Next scheduled review date	June 2028 To ensure ongoing relevance and continuous improvement, this policy will be reviewed every 3-4 years thereafter.