



**HARVEST HOME**  
PRIMARY SCHOOL

# **Health Care Needs**

## **Policy**

# Health Care Needs Policy



## Help for Non-English speakers

If you need help to understand the information in this policy please contact Harvest Home Primary School on 8468 9000 or email: [harvest.home@education.vic.gov.au](mailto:harvest.home@education.vic.gov.au)

## PURPOSE

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

## OBJECTIVE

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

## 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 Harvest Home Primary School's First Aid, Administration of Medication, Anaphylaxis, and Asthma policies.

### Student Health Support Planning

To provide appropriate support to students at Harvest Home Primary School who may need medical care or assistance, a Student Health Support Plan will be prepared by the First Aid Officer/Assistant Principal in consultation with the students, their families/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, 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, families/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)

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

Harvest Home Primary School may invite families/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, Harvest Home Primary School may also request consent from families/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 families/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**

The confidential medical information provided to Harvest Home Primary School to support a student will be:

- Recorded on the student's dashboard on Compass and/or student file
- Shared with all relevant staff so that they can properly support students diagnosed with medical conditions and respond appropriately if necessary.

### **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](#)

### **COMMUNICATION**

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Referenced in the staff induction process
- Discussed at staff briefings/meetings, as required
- Discussed at parent information nights/sessions, as required
- Included as an annual reference in the school newsletter, as required
- Made available in hard copy from a Principal class member, upon request

## POLICY REVIEW AND APPROVAL

Policy last reviewed	August, 2023
Approved by	Andrew Bouzikas (Principal)
Next scheduled review date	August, 2026