Dromana Secondary College Health Care Needs Policy

Help for non-English speakers

If you need help to understand the information in this policy, please contact Dromana Secondary College by telephoning 03 5987 2805.

PURPOSE

To ensure that Dromana Secondary College provides appropriate support to students with identified health care needs.

OBJECTIVE

To explain to Dromana Secondary College parents, carers, staff and students the processes and procedures in place to support students with identified 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 an identified health care need that may require support, monitoring or medication at school.

POLICY

This policy should be read with Dromana Secondary College First Aid, Administration of Medication, Anaphylaxis and Asthma policies

A Student Health Support Plan must be completed for each student with an identified health care need who:

- needs medical or health-related support at school
- has a health care need or condition that may impact the student at school
- has a health care need or condition that may impact their engagement and participation in education.

A Student Health Support Plan is not required for a student:

- who has a diagnosed health condition but who does not need any medical or health-related supports or adjustments at school
- with anaphylaxis or an allergy – refer to Anaphylaxis and Allergies about the requirements for those conditions
- with well-controlled asthma that does not need any individualised supervision or care as per their provided Asthma Action Plan – refer to Asthma

- with an Epilepsy Management Plan and Epilepsy Medication Management Plan – refer to Epilepsy and Seizures.

Student health support planning.

In order to provide appropriate support to students at Dromana Secondary College who need medical or health-related support at school, a Student Health Support Plan will be prepared by the College First Aid Officer in consultation with the student, their parents, carers and student's treating health team.

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 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, parents/carers are responsible for providing 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).

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

Dromana Secondary College 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, Dromana Secondary College may also request consent from parents and carers to consult with a student's treating health team, to assist in preparing the plan and ensure that appropriate staff understand the student's needs. Consultation with the student's treating health team 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 or health practitioner
- if there is a change in needs or level of support, including where a student is learning to independently manage their condition
- when the school, student or parents and carers have concerns with the support being provided to the student, or
- at least on an annual basis.

Management of confidential medical information

Confidential medical information provided to Dromana Secondary College 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:

- School website (publicly accessible)
- Included in staff induction processes and staff information guide
- Usual school communication platform – Compass.
- Staff briefing/meeting
- Enrolment / transition packs
- Parent information nights/ sessions
- Newsletter
- Hard copy available upon request

FURTHER INFORMATION AND RESOURCES

- The department's Policy and Advisory Library (PAL):
    - Epilepsy and Seizures
    - Health Care Needs
    - Health Support Planning Forms
    - Complex Medical Care Supports
    - Child and Family Violence Information Sharing Schemes
    - Privacy and Information Sharing

POLICY REVIEW AND APPROVAL

Policy last reviewed	September 2026
Approved by	Principal
Next scheduled review date	September 2030