

HEALTH CARE NEEDS POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the Principal, Stewart Milner.

CONTEXT

The Centre for Higher Education Studies (CHES) is a co-educational, specific purpose, senior secondary school where high-achieving and high-ability (HA) students can extend their learning. CHES offers face to face learning at a state-of-the-art facility in South Yarra and hosts a high-quality virtual platform to enable students to access programs at CHES regardless of where they are located.

Students engage with CHES programs in the following ways:

- direct enrolment of students into select VCE subjects onsite and virtually, including access to Student Enrichment Programs - providing mentoring, workshops, and seminars
- direct enrolment of Higher Education Studies (HES) delivered by partner Universities, including access to Student Enrichment Programs - providing mentoring, workshops, and seminars

Students participating in CHES programs remain enrolled at their chosen secondary school (base school) and are supported to undertake a course at CHES as part of their VCE program. Working in close partnership with students' base schools, students will be enrolled in a CHES course for a fraction of their timetable (generally 20 per cent), with the remainder of their enrolment and timetable reflecting the subjects being completed at their base school.

CHES shares a joint responsibility with students' base schools to ensure students' social and emotional wellbeing, and also partners with Universities and base schools to ensure students' academic needs are met.

Individual student study arrangements are considered and agreed between the student, parent/carer, base school, and CHES upon enrolment and induction. To formalise individual student study arrangements CHES develop an Individualised Achievement Plan (IAP) which will include:

- study arrangements (CHES program and delivery mode - face to face, virtual, or combination)
- timetable requirements
- travel arrangements (if applicable)
- agreed communication methods between base-school and CHES (who, what, when and how)
- agreed communication methods between partner Universities and CHES (who, what, when and how)
- reasonable adjustments (if required)

- student health care needs including asthma management, administration of medication and individual anaphylaxis management.

All CHES policies are designed to reflect its unique operating environment (physical and virtual), its program offerings, its partnerships with Universities and shared responsibility with students' base schools to ensure students' social and emotional wellbeing and academic needs are met.

CHES has a network of foundation schools and allows the member schools to deliver their own VCE classes within the CHES facility where not fully utilised for CHES programs. This policy does not consider CHES foundation school arrangements.

PURPOSE

To ensure that CHES provides appropriate support to students with health care needs.

OBJECTIVE

To explain to CHES parents, carers, staff and students the processes and procedures in place to support students with health care needs at school, at a university campus, or whilst participating in an excursion or camp.

SCOPE

This policy applies to:

- all staff, including university staff teaching Higher Education Studies, 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.

Where students are participating in a CHES class or event virtually from their base school, from home or another location, the base school or parent or carer will by default assume any health-related care requirements.

POLICY

This policy should be read with the CHES *First Aid*, *Administration of Medication*, *Anaphylaxis* and *Asthma* policies.

Student health support planning

In order to provide appropriate support to students at CHES who may need medical care or assistance, a Student Health Support Plan will be prepared by the Principal in consultation with the student, their parents, carers and treating medical practitioners (and base school and university partners, as appropriate).

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, parents/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), using the template form available here: <https://www2.education.vic.gov.au/pal/health-care-needs/resources>

Given that students will typically only attend CHES for one subject, CHES will initially liaise with the base schools of students enrolled in CHES. Through the enrolment process, the health needs of students will be identified, discussed and planned for. In particular, CHES staff will liaise with base school supervisors to discuss a student's Health Support Plan. CHES 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 while at the centre or during CHES activities.

Where necessary, CHES may also request consent from parents and carers to consult with a student's medical practitioners, to assist in preparing or modifying 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 are incorporated into the Individual Achievement Plans (IAP) for students to support consistent communications between stakeholders, including university staff. Student Health Support Plans will be reviewed:

- in conjunction with the student's base school
- when updated information is received from the student's medical practitioner
- when the school, student, parents and carers or base school staff (including School Supervisor) have concerns with the support being provided to the student by CHES staff or by university staff involved in CHES programs
- 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 CHES to support a student will be:

- recorded on the student's files
- shared with all relevant staff so that they can properly support students diagnosed with medical conditions and respond appropriately if necessary.

COMMUNICATION

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

- included in CHES staff induction processes and staff training
- included in induction and training for university staff
- available publicly on our school's website
- included in staff handbook/manual
- provided to external providers, as relevant
- provided to schools that are accessing CHES facilities, including the foundation network of schools

- discussed at staff meetings/briefings as required
- made available in hard copy from school administration upon request.

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:

- [Health Care Needs](#)
- [Health Support Planning Forms](#)
- [Complex Medical Care Supports](#)
- [Child and Family Violence Information Sharing Schemes](#)
- [Privacy and Information Sharing](#)

The following school policies are also relevant to this policy:

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2022
Approved by	Principal, Stewart Milner
Next scheduled review date	February 2024 - to ensure ongoing relevance and continuous improvement, this policy will be reviewed every 3-4 years thereafter.