Melbourne Archdiocese
Catholic Schools

St James the Apostle Primary School Medical Management Policy

St James the Apostle
Catholic Primary School

St James the Apostle Primary School 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 Ltd (MACS).

Purpose

This policy outlines the school's duty of care for students who have a diagnosed health, personalised care or complex care need or medical condition(s), with a view to maintaining and safeguarding the privacy and wellbeing of students in line with the MACS Privacy Policy and Standard Collection Notice.

Scope

This policy applies to:

- The principal, employees and volunteers
- students who have a diagnosed health care need, personalised care need, complex care need, mobility need or relevant medical condition requiring support 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

St James the Apostle Primary School has a duty of care to support access to education through the management of health care needs, complex medical needs or relevant medical condition(s) diagnosed by a registered medical/health practitioner.

Parents/guardians/carers must inform St James the Apostle Primary School principal or delegate 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.

When a student who has a diagnosed health care need, personal care need, complex care need or relevant medical condition is enrolled at St James the Apostle Primary 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.

Medical Management documentation

For students with a specific health care, personal care, or complex medical need or a relevant medical condition diagnosed by a registered medical or health practitioner, our school request child's parents/guardians/carers and registered medical/health practitioner to stipulate the support requirements.

The General Medical Management Plan includes details of the diagnosed health care/personal care/support need and/or medical condition, all current medications, advice on routine management and where necessary, specific advice as a response to an incident, escalated need or ongoing care relating to the child's diagnosed health care need or relevant medical condition.

Students with certain diagnosed medical conditions (e.g. asthma, diabetes, continence or epilepsy) require a specific medical management and/or action plans from external associations. Condition specific medical management plan/s are required for students with certain medical conditions (acquired brain injury, cancer, cystic fibrosis) and/or certain personal care needs (toileting/ hygiene/menstrual health, oral eating and drinking, transfer and positioning) should be completed by the relevant registered medical/health practitioner.

Please refer to Appendix 1 for further guidance on documentation required to inform the medical management of diagnosed medical/health conditions and/or personal care needs. The principal must hold a signed Medication Authorisation Form for students requiring administration of over the counter and/or prescribed medication in the school environment during school hours or activities including camps and excursions.

The principal or delegate develops and documents a Student Health Support Plan using the advice provided by the medical/health practitioner in the General/Condition Specific Medical Management Plan (.g. asthma, diabetes, continence, epilepsy, acquired brain injury, cancer, cystic fibrosis, toileting/ hygiene/menstrual health, oral eating and drinking, transfer and positioning, etc). The Student Health Support Plan will consider how to ensure the student's inclusion access to the educational program and activities offered by the school.

Establishing and reviewing medical management at school

The general or condition specific Medical Management Plan and Student Health Support Plan must be in place prior to the student commencing attendance at the school. In some instances, it may be necessary to develop an interim, short-term Medical Management Plan and Student Health Support Plan, signed by the principal, while awaiting relevant medical or other information so that the student's participation and attendance is not delayed.

The school may require updated advice where documentation is incomplete, out-of-date or no longer reflective of the presenting student need.

The principal or delegate ensures all relevant plans and forms pertaining to the student's medical, health or personal care needs should be reviewed annually, following notification/observation of a change to the student's needs, or in response to a particular incident. The principal or delegate should consider the relevant aspects of school operations to ensure access and participation, including complex care support and training, and seek additional advice where this is deemed necessary to support the student's presenting needs.

The principal considers the staff who may require additional specific training for administering specialised medications such as injections or rectal suppositories through the Schoolcare Program at Royal Children's Hospital or accredited health service providers.

Principal or delegated staff member will maintain a register of students with identified medical/health/personal care condition/s and the management of these conditions.

Communication plan for medical management

The principal or delegate is responsible for establishing a review and communication process. All relevant plans and forms pertaining to the student's medical, health care, or personal care needs should be reviewed annually or as indicated by the management plan, when the parents have notified of a change to the student's needs, when the school requires additional information or in response to a particular incident.

The principal is responsible for ensuring that a communication plan is developed to provide information to families about health or development concerns of students, including how the school provides reasonable adjustments to enable participation in physical education, incursions, excursions, camps and physical activities.

The policy is to be published https://www.sjhcn.catholic.edu.au/.

Definitions

Administration of Medication

The direct application of a medication by a medically appropriate route (e.g., injection, inhalation, ingestion, application, or other means) to the body of the individual by an individual legally authorised to do so.

AHPRA Registered Medical/Health Practitioner

A person registered under Australian Health Practitioner Regulation Agency (AHPRA) and relevant state/national board for their medical/health profession, whether or not the registration of that person is general, specific, provisional, interim or non-practising but does not include a registered student.

Critical incident

An unplanned event (including dangerous occurrences, emergencies and systems failures) resulting in or having a potential for injury, ill health, damage or other loss.

Delegate

A role, position or group (such as a committee) that has authority to act or make decisions in the manner and to the extent prescribed in a policy, framework or delegation instrument.

General/Condition Specific Medical Management Plan

Information provided by the parent/guardian/carer of a student with a diagnosed health care need or relevant medical condition. The plan should contain details of the current diagnosis, current medication, response required from the school in relation to ongoing care and support and the emergence of symptoms. The Medical Management Plan must be signed by the medical practitioner providing the advice, relevant authorisation for mediation and be dated. A condition specific management plan is a management or action plan designed to address the specific needs related to a medical or health condition, such as asthma, diabetes, epilepsy, continence, cystic fibrosis, eating and drinking, cancer, etc.

Medical diagnosis

Where a registered medical practitioner has determined the disease or condition that explains a person's symptoms and signs.

Medication

A drug or other form of treatment, either provided over the counter or prescribed by a registered medical practitioner that is used to prevent, treat, or improve a medical condition.

Melbourne Catholic Archdiocese Schools Ltd (MACS)

MACS is a reference to Melbourne Archdiocese Catholic Schools Ltd, and/or its subsidiaries, MACSS and/or MACSEYE (as the context requires).

Melbourne Archdiocese Catholic Specialist Schools Ltd (MACSS)

Melbourne Archdiocese Catholic Specialist Schools Ltd, a wholly owned subsidiary of MACS established to conduct and operate specialist schools.

MACS school or school

A school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by MACS, directly or through MACSS (as the context requires). References to schools or MACS schools also includes boarding premises of schools operated by MACS and specialist schools operated by MACSS.

Personal care

Personal care is the support and supervision of daily personal living tasks (e.g. eating, drinking, dressing) and private hygiene (e.g. toileting).

Procedure

A step-by-step or detailed instruction for the implementation of MACS policy that is mandatory across MACS, MACS schools and MACSEYE.

Registered Medical/Health Practitioner

A person registered under Australian Health Practitioner Registration Agency (AHPRA) and relevant state/national board or the national peak body for the Speech Pathology profession, whether or not the registration of that person is general, specific, provisional, interim or non-practising but does not include a registered student.

School environment

Means any of the following physical, online or virtual places used during or outside school/service hours:

- a campus of the school
- online or virtual school environments made available or authorised by MACS or a MACS school for use by a child or student (including email, intranet systems, software, applications, collaboration tools and online services)
- other locations provided by the school or through a third-party provider for a child or student to use including, but not limited to, locations used for camps, approved homestay accommodation, delivery of education and training, sporting events, excursions, competitions and other events (Ministerial Order No. 1359).

School staff

Means an individual working in a school/service environment who is:

- directly engaged or employed by a school/service governing authority
- a contracted service provider engaged by MACS or MACSEYE (whether or not a body corporate and whether or not any other person is an intermediary) engaged to perform child-related work for a MACS school or MACSEYE service
- a minister of religion, a religious leader or an employee or officer of a religious body associated with MACS (Ministerial Order No. 1359).

Student

Student means a person who is enrolled at or attends a MACS school.

Student Health Support Plan

The Student Health Support Plan is aligned to the medical management and/or action plan, and must be developed by the school in consultation with the student's parents/guardians/carers at a Program Support Group (PSG) meeting to ensure that practices and procedures are in place to facilitate access and participation in educational programs.

Related policies and resources

Supporting documents

St James the Apostle Primary School Medical Management Policy
Medical Management Policy for MACS Schools
Medical Management Plan – Template
Student Health Support Plan – Template
St James the Apostle Primary School Medication Authority Form
Continence Management Log
Incident Alert Template – Continent Management Log
Medical Management Plan – Acquired Brain Injury
Medical Management Plan – Cancer
Medical Management Plan – Cystic Fibrosis
Medical Management Plan – Oral Eating and Drinking
Medical Management Plan – Positioning and Transfer
Medical Management Plan – Toileting, Hygiene and Menstrual Management
Toileting and Personal Care including Menstruation Learning Plan
Toileting and Personal Care Learning Plan

Related MACS policies

Administration of Medication Policy
Anaphylaxis Policy
First Aid Policy

Resources

Specialist advice regarding medical conditions

The following organisations provide specialist advice, medical management templates or training in the management of diagnosed health care needs, allergies or medical conditions, including asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis.

Diabetes
Diabetes Australia (Victoria)
Diabetes Australia
Australian Diabetes Society

Anaphylaxis and allergies
Australian Society of Clinical Immunology and Allergy
Allergy and Anaphylaxis Australia
Royal Children's Hospital, Department of Allergy and Immunology

Asthma

National Asthma Council Australia
Asthma Foundation Victoria
Asthma Australia

Coeliac
Coeliac Australia

Other
Royal Children's Hospital Complex Care Hub and Schoolcare Program
Royal Children's Hospital fact sheets
Epilepsy Foundation of Victoria

Policy information table

Approving authority	Executive Director
Approval date	October 2023
Date of next review	February 2026
Publication details	CEVN, Publish on school website

Appendix 1: Required Medical Management Documentation

Type of Condition/s	Documentation	Documents signed by a registered medical/ health practitioner
Acquired Brain Injury	- Medical Management Plan – Acquired brain injury - Student Health Support Plan	- Medical Management Plan – Acquired brain injury
Anaphylaxis/Allergies	- Individual Anaphylaxis Management Plan - ASCIA Anaphylaxis Action Plan/ ASCIA Action Plan for Allergic Reaction	- Individual Anaphylaxis Management Plan - ASCIA Anaphylaxis Action Plan
Asthma	- Asthma Action Plan - Student Health Support Plan	- Asthma Action Plan
Attention Deficit Hyperactivity Disorder (ADHD)	- Diagnostic report - Medication Authority form (where required at school) - Personalised Learning Plan (where required) - Student Behaviour Support Plan (where required)	- Diagnostic report - Medication Authority form (where required at school)
Cancer	- Medical Management Plan – Cancer - Student Health Support Plan - Medication Authority form (where required at school)	- Medical Management Plan – Cancer - Medication Authority form (where ongoing use is required at school)
Continence	- Continence Care Plan - Toileting, Hygiene, (and Menstrual) Medical Management Plan - Toileting, Hygiene, (and Menstrual) Learning Plan - Student Health Support Plan	- Continence Care Plan - Toileting, Hygiene, (and Menstrual) Care Plan
Cystic Fibrosis	- Medical Management Plan – Cystic Fibrosis - Student Health Support Plan - Medication Authority form (where required at school)	- Medical Management Plan – Cystic Fibrosis - Medication Authority form (where ongoing use is required at school)
Diabetes	- Diabetes Management and Action Plan - Student Health Support Plan	- Diabetes Management Action Plan
Epilepsy	- Epilepsy Management Plan - Emergency Medication Management Plan (EMMP) - Student Health Support Plan	- Epilepsy Management Plan - Emergency Medication Management Plan (EMMP) (if required)
Eating and drinking care	- Medical Management Plan – Eating and Drinking - Student Health Support Plan	- Medical Management Plan – Eating and Drinking
Transfer and positioning support	- Medical Management Plan – Transfer and Positioning - Student Health Support Plan	- Medical Management Plan – Transfer and Positioning

Complex Care/ More than one condition	- Relevant Medical Management Plan - Student Health Support Plan - Medication Authority form (where required at school)	- Relevant Medical Management Form - Medication Authority form (where ongoing use is required at school)
Other conditions	- General or Condition Specific Medical Management Form (as indicated by the condition) - Student Health Support Plan - Medication Authority form (where required at school)	- Medical Management Form - Medication Authority form (where ongoing use is required at school)