



## **HEALTH CARE NEEDS POLICY**



### **Help for non-English speakers**

If you need help to understand the information in this policy, please contact Armstrong Creek School on 03 5218 5100 or [armstrong.creek.school@education.vic.gov.au](mailto:armstrong.creek.school@education.vic.gov.au)

### **PURPOSE**

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To ensure that Armstrong Creek School provides appropriate support to students with identified health care needs.

### **Objective**

To explain to Armstrong Creek School parents, carers, staff and students the processes and procedures in place to support students with identified health care needs at school.

### **SCOPE**

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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**

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This policy should be read with Armstrong Creek School's 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



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- 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 Armstrong Creek School who may need medical or health related support, a Student Health Support Plan will be prepared by the OHS management nominee, First Aid Lead 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.

Template health planning forms are available here:

<https://www2.education.vic.gov.au/pal/health-care-needs/resources>

Armstrong Creek 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, Armstrong Creek School 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 school staff understand the student's needs. Consultation with the students 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.



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- when the school, student or parents and carers have concerns with the support being provided to the student
- at least on an annual basis.

## Management Of Confidential Medical Information

Confidential medical information provided to Armstrong Creek School to support a student will be:

- recorded on the student's file
- 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.

- School website (publically accessible)
- Use school communication platform (ie compass)

## FURTHER INFORMATION AND RESOURCES

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- 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](#)
- Armstrong Creek School policies:
  - [First Aid Policy](#)
  - [Administration of Medication Policy](#)
  - [Anaphylaxis Management Policy](#)

## POLICY REVIEW AND APPROVAL

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Policy last reviewed:	May 2026
Approved by:	Principal, Lizzie Tout



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Next scheduled review date

May 2029