



## Health Care Needs Policy

### Purpose:

To ensure that Whittlesea Secondary College provides appropriate support to students with health care needs, and explain to parents, carers, staff and students the processes and procedures in place to support students with health care needs at Whittlesea Secondary College.

### Scope:

This policy applies to:

- all Whittlesea Secondary College staff, including casual relief staff and volunteers
- all Whittlesea Secondary College students who have been diagnosed with a health care need that may require support, monitoring or medication at the College.

### Policy:

This policy should be read with our other policies:

- [Whittlesea Secondary College Asthma Policy](#)
- [Whittlesea Secondary College Anaphylaxis Management Policy](#)
- [Whittlesea Secondary College First Aid Policy](#)

#### **1. Student Health Support Planning**

To provide appropriate support to students at Whittlesea Secondary College who may need medical care or assistance, a Student Health Support Plan will be prepared by our First Aid Officer/Nurse in consultation with the student, their parents, carers and treating medical practitioners.

Student Health Support plans help our College 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).



Whittlesea 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 the College or during College activities.

Where necessary, Whittlesea Secondary College may also request consent from parents and carers to consult with a student's medical practitioners, to assist in preparing the plan and ensure that appropriate College 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 Whittlesea Secondary College student or parents and 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.

## 2. Management of confidential medical information

Confidential medical information provided to Whittlesea Secondary College to support a student will be:

- Recorded on the student's file.
- Shared with all relevant College staff so that they are able to properly support students diagnosed with medical conditions and respond appropriately if necessary.

### Communication:

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

- Provided to staff at induction and included in staff handbook/manual
- Discussed at staff meetings/briefings as required
- Made available publicly on our College website
- Included in transition and enrolment packs
- Included as annual reference via COMPASS
- Included in transition and enrolment packs
- Made available in hard copy from College administration upon request



## Further Information and Resources:

This policy should be read in conjunction with the following policies on 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](#)

Whittlesea Secondary College Policies:

- [Asthma Policy](#)
- [Anaphylaxis Management Policy](#)
- [First Aid Policy](#)

## Policy Review and Approval:

<b>Policy last reviewed</b>	March 2026
<b>Consultation</b>	Principal Executive, First Aid Officer/Nurse
<b>Policy approved</b>	Principal
<b>Next scheduled review date</b>	March 2030



Appendix 1- Student Health Support Plan (Dept Template is in use)




## Student Health Support Plan

This plan is to be completed by the principal or nominee in collaboration with the parent/carer and student. The plan's scope and adjustments can be updated as often as needed, in line with written health advice from the student's treating health team.

Student's name:	
Year level:	
What health advice has been provided to the school?	Tick as required.
<input type="checkbox"/> General Medical Advice Form	<input type="checkbox"/> Functional Needs Medical Advice Form
<input type="checkbox"/> Medication Authority Form	<input type="checkbox"/> Asthma Action Plan – complex or poorly-controlled asthma
<input type="checkbox"/> Diabetes Action and Management Plan	<input type="checkbox"/> Other:
What is the student's diagnosed health condition(s)?	
Please list any other individual student plans to support their curriculum and learning, behaviour, or attendance:	
School contact name and role:	
School contact email and/or work phone number:	
Date prepared or last updated:	
Proposed review date of this plan (recommend annually):	

### How the school will support the student's health care needs

	Goals for student health and care needs	Actions and adjustments at school
Communication	<p>Communication between school staff, family and student is clear, consistent, timely and respectful.</p> <p>Accurate health information is given to school staff so that care is delivered in a clear, safe and timely way.</p>	

1 | Department of Education | Last updated 21 January 2020



