

# SIENA COLLEGE CAMBERWELL MEDICAL MANAGEMENT POLICY



SIENA  
COLLEGE  
CAMBERWELL

**POLICY TITLE:** MEDICAL MANAGEMENT POLICY

**DEVELOPED / REVIEWED BY**

Risk and Compliance Manager  
Health Centre Co-ordinator  
Sienna College Policy Committee  
MACS (Melbourne Archdiocese Catholic Schools)

**REVIEW SUMMARY**

Policy forwarded to Risk and Compliance Manager and Health Centre Co-ordinator to be checked against current legislation and VRQA.

**DOCUMENT DEVELOPMENT PROCESS**

This document was first developed by the Human Resources Manager in August 2022. Policy tabled at Policy Committee meeting October 2022 for review.

**RATIONALE**

Sienna College seeks to provide, as far as practicable, a safe and supportive environment. The College seeks to facilitate the inclusion and safe participation of all students in the educational experiences on offer. The purpose of this Medical Management Policy is to meet the College duty of care for its students who have a diagnosed health care need, medical condition, or complex care need. This Policy must be followed and be readily accessible and available for inspection at all times and a copy of the Policy must be provided to the parent/guardian of a child who is enrolled and who has a diagnosed health care need, complex care need or relevant medical condition.

**DEFINITIONS**

<b>enrolment</b>	Taking admission or initiating for attendance in school.
<b>medical management plan</b>	A document that has been prepared and signed by a registered medical practitioner that describes symptoms, causes, clear instructions on action and treatment for the student's specific medical condition and includes the student's name and a photograph of the student.
<b>student health support plan</b>	Outlines how the school will support the student's health care needs, based on health advice received from the student's medical/health practitioner.
<b>communications plan</b>	Formally defines who should be given specific information, when that information should be delivered and what communication channels will be used to deliver the information.
<b>medication</b>	A drug or other form of medicine that is used to treat or prevent disease.

<b>Controlled Document:</b>	<b>Date:</b> 08/06/2023	Page 1 of 7
<b>Name of Document:</b> Medical Management Policy	<b>Revision No.:</b> 2	<b>Authorised by:</b>



<b>first aid</b>	Help given to a sick or injured person by a qualified first aider or College Nurse until full medical treatment is available.
<b>anaphylaxis management plan</b>	Assists with the recognition of signs and symptoms of anaphylaxis and provide easy to follow steps for the emergency treatment of allergic reactions, including anaphylaxis.
<b>asthma management</b>	Optimize control of asthma symptoms and reduce the risk of asthma exacerbations while minimizing medication adverse effects.
<b>medical condition</b>	A disease or disorder as diagnosed by a registered medical practitioner.
<b>health care need</b>	A special health care need including any physical, developmental, mental, sensory, behavioural, cognitive, or emotional impairment or limiting condition that requires medical management, health care intervention, and/or use of specialized services or programs.
<b>complex care need</b>	The presence of significant impairments in activities of daily living, with complicating mental, medical, social, or behavioural problems, which necessitates professional intervention.
<b>risk minimisation plan</b>	A documented plan containing emergency contact details, risk mitigation and minimisation strategies and responsibilities.

## PRINCIPLES / GUIDING PRINCIPLES

<p>Sienna College aims to:</p> <ul style="list-style-type: none"> <li>• provide all staff, including casual relief staff and volunteers access to additional professional development or training to assist in meeting a student’s needs</li> <li>• support all students who have a diagnosed health care need, complex care need, mobility need or relevant medical condition</li> <li>• support parents, guardians and/or carers of students who have a diagnosed health care need, complex care need, mobility need or relevant medical condition</li> <li>• maintain and keep current all relevant medical documentation such as:             <ul style="list-style-type: none"> <li>○ enrolment record</li> <li>○ medical management plan</li> <li>○ student health support plan</li> <li>○ communications plan for medical management</li> </ul> </li> </ul>
--

## PROCEDURES

<b>Controlled Document:</b>	<b>Date: 08/06/2023</b>	Page 2 of 7
<b>Name of Document: Medical Management Policy</b>	<b>Revision No.: 2</b>	<b>Authorised by:</b>



## Enrolment

When a student who has a diagnosed medical condition, health care need, complex medical need or requiring personalised care and support is enrolled, additional requirements must be met to ensure that the student's safety, health and wellbeing is protected. Once a student's enrolment record has been completed the College will review the enrolment record to identify whether the student has diagnosed health care needs or relevant medical condition.

Where the student has a diagnosed medical condition, health care need, complex medical need or requiring personalised care and support, allergy or relevant medical condition diagnosed by a registered medical practitioner, the College will require a copy of the student's medically approved Medical Management Plan completed by a registered medical practitioner and arranged by the student's parents/guardians/carers. The advice provided by the registered medical / health practitioner in the Medical Management Plan is used in consultations between the College and the family to document a Student Health Support Plan.

The College may seek additional information from the treating practitioner where necessary.

All aspects of College operation will be considered in relation to the student's inclusion in the program and ensure that reasonable care is applied to ensure their safety, health and wellbeing is protected at all times. Every reasonable precaution will be taken to protect students from harm and from any hazard likely to cause injury. Where necessary and appropriate, staff members will access additional professional development or training to facilitate the enrolment and assist in meeting a student's needs.

The authorised Medical Management Plan and Student Health Support Plan should be developed and must be in place prior to the student commencing attendance noting that in some cases, there may be an interim Medical Management Plan and Student Health Support Plan if the College is awaiting relevant medical or other information at the time the student commences attendance, and it would not be reasonable to delay a student's attendance in the circumstances. The Medical Management Plan and Student Health Support Plan must be kept in the enrolment record for that student. The enrolment record must record the following health information:

- evidence of any medically diagnosed healthcare needs of the student, including any medical condition and allergies, personalised care and support needs, medically prescribed medications and administration details including whether the student has been diagnosed as at risk of anaphylaxis (see also the College Anaphylaxis Policy)
- the Medical Management Plan, an Individual Anaphylaxis Management Plan, where relevant, and Student Health Support plan to be followed with respect to a diagnosed healthcare need, medical condition or allergy, provision of personalised care and support and details of any dietary restrictions for the student
- relevant medical authorisations for the administration of prescribed or 'over the counter' medication (see also the College Administration of Medication to Students Procedures and Medication Authority Form).

Following commencement, parents/guardians will be regularly consulted regarding any diagnosed health care needs, allergies, or relevant medical conditions a student may have developed since enrolment.

The requirements of the Medical Management Plan and the Student Health Support plan are detailed below, together with the requirements of a Communications Plan so as to ensure that all parties are aware of the relevant Medical Management Plan and the Student Health Support Plan.

<b>Controlled Document:</b>	<b>Date: 08/06/2023</b>	Page 3 of 7
<b>Name of Document: Medical Management Policy</b>	<b>Revision No.: 2</b>	<b>Authorised by:</b>



### Medical Management Plan

The parents/guardians of the child who has a medically diagnosed health care need, allergy or relevant medical condition must provide an authorised Medical Management Plan for the child. The child's registered medical/health practitioner must be consulted by parents/guardians in the development of the Medical Management Plan and the advice from the medical/health practitioner must be documented in the Medical Management Plan (signed and dated by the medical/health practitioner).

Where required, the Medical Management Plan should be reviewed annually (for example, through a Program Support Group meeting) or when the parent notifies the College that the student's health needs have changed. It should otherwise be reviewed as needed. For example, the Principal may also instigate a review of the Medical Management Plan in response to a particular incident or concern.

The Medical Management Plan must be followed in the event of an incident relating to the student's diagnosed health care need, allergy, or relevant medical condition. The College may request further medical advice from the medical/health practitioner where this is deemed necessary to clarify practice or mitigate newly identified risks.

The Medical Management Plan should (as relevant to the circumstances) detail the following:

- evidence of the medically diagnosed health care need, attendance care need, allergy or relevant medical condition including the severity of the condition
- details for the administration of any current medication prescribed for the student
- the response required from the College in relation to the emergence of symptoms, including:
  - any medication required to be administered in an emergency and the response required if the student does not respond to initial treatment; and
  - when to call an ambulance for assistance.

### Student Health Support Plan

In addition to the Medical Management Plan, a Student Health Support plan must be developed in consultation with the student's parents/guardians and implemented so as to reasonably ensure:

- that the risks relating to the student's medically diagnosed health care need, allergy or relevant medical condition are assessed and minimised
- if relevant, that practices and procedures are in place including the safe handling, preparation, consumption and serving of food are developed and implemented
- that the parents are notified of any known allergens that pose a risk to the student and strategies for minimising the risk are developed and implemented
- that all relevant staff members and volunteers can identify the student, the student's Medical Management Plan and the location of the student's medication
- if relevant and where attendance would otherwise pose a significant risk, that the student does not attend the College unless the child has their relevant Medical Management Plan and medications available at the College.

<b>Controlled Document:</b>	<b>Date: 08/06/2023</b>	Page 4 of 7
<b>Name of Document: Medical Management Policy</b>	<b>Revision No.: 2</b>	<b>Authorised by:</b>



The Student Health Support plan should include preparations for high-risk scenarios (for example, excursions and camps) including establishing clear decision-making processes for calling an ambulance.

Where required, the Student Health Support plan should be reviewed at least annually or when the parent notifies the College that the student's health needs have changed. It can otherwise be reviewed as needed. For example, the Principal may instigate a review of the Student Health Support plan in response to a particular incident or concern.

### **Communications Plan for Medical Management**

A Communications Plan for Medical Management is part of this Policy and sets out how:

- relevant staff members and volunteers are informed about this Policy and the Medical Management and Student Health Support plans for students at the College who have a medically diagnosed health care need, attendant care need, allergy, or relevant medical condition
- a parent/guardian/carer of the student can communicate any changes (with supporting evidence) for the Medical Management Plan and Student Health Support plan for their child.

The Communications Plan for Medical Management sets out how the above communication will occur. This document is an overarching communication plan for managing all diagnosed health care needs, allergies or relevant medical conditions of students enrolled at the College and it is not required to be developed for each individual student.

### **Medication**

Relevant requirements in respect of the administration of prescribed medication must be included in completing the Medical Management Plan and Student Health Support plan, as well as the Communications Plan.

In all cases except emergency situations (see below), medication must not be administered to a student being educated and cared for unless the administration is authorised by a treating medical / health practitioner. The enrolment record kept for each student must include details of any person who is authorised to consent to medical treatment or administration of medication to the student.

In the case of an emergency, authorisation may be given verbally by a parent/guardian/carer or a person named in the student's enrolment record as authorised to consent to administration of medication or, if such a person cannot reasonably be contacted in the circumstances, a registered medical practitioner or an emergency service. Medication may be administered to a student without an authorisation in case of an anaphylaxis or asthma emergency.

### **First aid, anaphylaxis management and emergency asthma management training**

In addition to the above requirements, there must be in attendance at the College at least one staff member or nominated person who must be immediately available in an emergency and who holds and/or has undertaken (as relevant):

- a current approved first aid qualification
- current approved anaphylaxis management training
- approved emergency asthma management training

A person may possess one or more of the above.

<b>Controlled Document:</b>	<b>Date: 08/06/2023</b>	Page 5 of 7
<b>Name of Document: Medical Management Policy</b>	<b>Revision No.: 2</b>	<b>Authorised by:</b>



## RESPONSIBILITY

- Principal (Primary responsibility)
- Risk and Compliance Manager
- Health Centre Co-ordinator

## RELATED LEGISLATION

- Child Wellbeing and Safety Act 2005 (Vic)
- Education and Training Reform Act 2006 (Vic)
- Privacy Act 1988 (Cth)
- Occupational Health and Safety Act 2004 (Vic)

## RELATED SIENA COLLEGE POLICIES

- Child Safety and Wellbeing Policy June 2022
- Anaphylaxis Policy March 2019
- Drugs Policy 2020
- Drug Education Policy 2020
- Engaging Families in Child Safety Policy July 2022
- Occupational Health & Safety Policy April 2021
- Enrolment Policy 2021
- Privacy Policy July 2022
- Risk Management Policy October 2022

## RELATED DOCUMENTS

- Medical Management Plan Template
- Student Health Plan
- Administration of Medication to Students
- Medication Authority Form
- Communication Plan for Medical Management

<b>Controlled Document:</b>	<b>Date: 08/06/2023</b>	Page 6 of 7
<b>Name of Document: Medical Management Policy</b>	<b>Revision No.: 2</b>	<b>Authorised by:</b>





## RISK

In the Committee's deliberations it is important to consider the College's main strategic processes and the identification of associated risks. Some sample questions are included for referral.

Answers are to be documented as part of the policy.

1. **Faith and Catholic Identity.** Identify any risks to Catholic Identity or Dominican charism of the school. How will this policy harm or enhance either?
2. **Reputation.** Identify if there are any reputational risks to the College. How will this policy impact Siena and wider communities?
3. **Financial.** Identify any financial risks to the College. How will this policy impact the financial stability of the College?
4. **Contemporary Learning and Teaching.** Identify any risks to learning and teaching. How will this policy impact the academic performance of the College?
5. **Wellbeing.** Identify any risks to safety and wellbeing. How will this policy impact the mental and physical wellbeing of the College community?
6. **Community Engagement.** Identify any risks to building community engagement. How will this policy impact community relationships?
7. **Governance and Leadership.** Identify any risks to governance and leadership in the College. How will this policy affect the strategic direction of the College?

Do any risks identified above warrant changes to the proposed policy? If so the policy should be referred back to the developer/s.

## NEXT REVIEW

June 2025

## POLICY LOCATION

<https://sienacentral.siena.vic.edu.au/send.php?id=131647>

Controlled Document:	Date: 08/06/2023	Page 7 of 7
Name of Document: Medical Management Policy	Revision No.: 2	Authorised by: