



VIC-EDU-P-061 Medical Management Policy

1. Policy Scope

This policy applies to:

- The principal, school staff 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 or for a school activity
- parents/guardians/carers (referred to as 'guardians') 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.

It does not apply to students diagnosed with a risk of Anaphylaxis - please refer to *VIC-EDU-P-008 Anaphylaxis Management Policy* and *VIC-EDU-P-062 Anaphylaxis Management Procedure* for requirements to support students at risk of anaphylaxis.

2. Policy Outline

Context

Our values of respect, hope, justice, compassion, and collaboration inform the quality of relationships we establish and all that we do to ensure our learning community is a place of welcome and safety. MacKillop Education celebrates diversity, and we are committed to inclusion, so that every student, regardless of race, religion, culture, gender identity or personal circumstances, including barriers to learning, can access education and experience success.

Our model, Reframing Learning and Teaching Environments (ReLATE), supports our trauma-informed practice and highlights the critical partnership between students, guardians and staff, as we work together, to enhance the learning outcomes for every child.

Purpose

This policy outlines MacKillop Education's duty of care to support and respond to students with diagnosed medical conditions, health care needs, wellbeing and/or personal care needs, to support the students' equitable access and participation in education.

Policy statement

MacKillop Education has a duty of care to support students' access to education through the management of health care needs, complex medical needs or relevant medical condition/s of students diagnosed by a registered medical/health practitioner.

Guardians must inform the 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, or
- if the condition arises subsequent to the student's enrolment, immediately on diagnosis.

The guardian must provide the principal with a copy of the relevant Medical Management Plan (MMP) completed by a registered medical/health practitioner.

When a student who has a diagnosed health care need, personal care need, complex care need or relevant medical condition is enrolled at MacKillop Education 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. The advice and recommendations provided in the relevant MMP is used to inform a *Student Health Support Plan* developed by the school in consultation with the student's guardian.

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 guardian 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 <i>Medical Management Plan</i> must be signed by the medical practitioner providing the advice, relevant authorisation for medication 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, 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 medical condition.
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 hours: <ul style="list-style-type: none"> ▪ a campus of the school ▪ online or virtual school environments made available or authorised by MacKillop Education or MACS school for use by a child or student (including email, intranet systems, software, applications, collaboration tools and online services)

	<ul style="list-style-type: none"> 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	<p>Means an individual working in a school/service environment who is:</p> <ul style="list-style-type: none"> 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 MacKillop Education school.
Student Health Support Plan	<p>The <i>Student Health Support Plan</i> is aligned to the relevant medical management and/or action plan, and must be developed by the school in consultation with the student's guardians to ensure that practices and procedures are in place to facilitate access and participation in educational programs.</p> <p>The plan indicates the relevant staff members involved in providing care, are educated and appropriately trained including competency checks where applicable, and providing the circumstances under which the student does not attend school without appropriate medications or updated medical management plans.</p>

3. Procedure

General or Condition Specific Medical Management Plans

Students with a diagnosed health care need, personalised care need, complex care need, mobility need or relevant medical condition requiring support at school or for a school activity must have a *Medical Management Plan* (MMP).

The *Medical Management Plan* is completed by a medical/health practitioner and 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 or ongoing care relating to the child's diagnosed health care need or relevant medical condition
- Name and signature of treating medical/health practitioner
- Date the MMP was prepared

Condition Specific Medical Management Plans are available for the following conditions:

- Acquired brain injury
- Allergies
- Anaphylaxis
- Asthma

- Cancer
- Cystic fibrosis
- Diabetes
- Epilepsy
- Personal care support needs (toileting, hygiene/menstrual health, eating and drinking, transfer and positioning)

General Management Plan

If a condition specific management plan is not available then the *VIC-EDU-F-056 Medical Management Plan Template* should be used.

Medication Authority Forms

The principal must hold a signed *VIC-EDU-F-057 Medication Authority Form* for students requiring administration of over the counter and/or prescribed medication in the school environment during school hours or school activities including camps and excursions. For more information on the administration of medication, please refer to the *VIC-EDU-P-063 Administration of Medication Policy*.

Student Health Support Plans

A *Student Health Support Plan* is a plan to ensure that there are school practices and procedures in place, where risks are minimised to support the student's health, medical, and/or personal care at school. The *VIC-EDU-F-058 Student Health Support Plan Template* is completed by the school in consultation with the student's guardians with reference to the medical advice from the most up-to-date, signed *Medical Management Plan*. Additional medical or health advice will be sought by the school where this is deemed necessary by the principal.

Refer to Table 1 for further guidance on required documentation for medical management of diagnosed medical/health conditions and/or personal care needs.

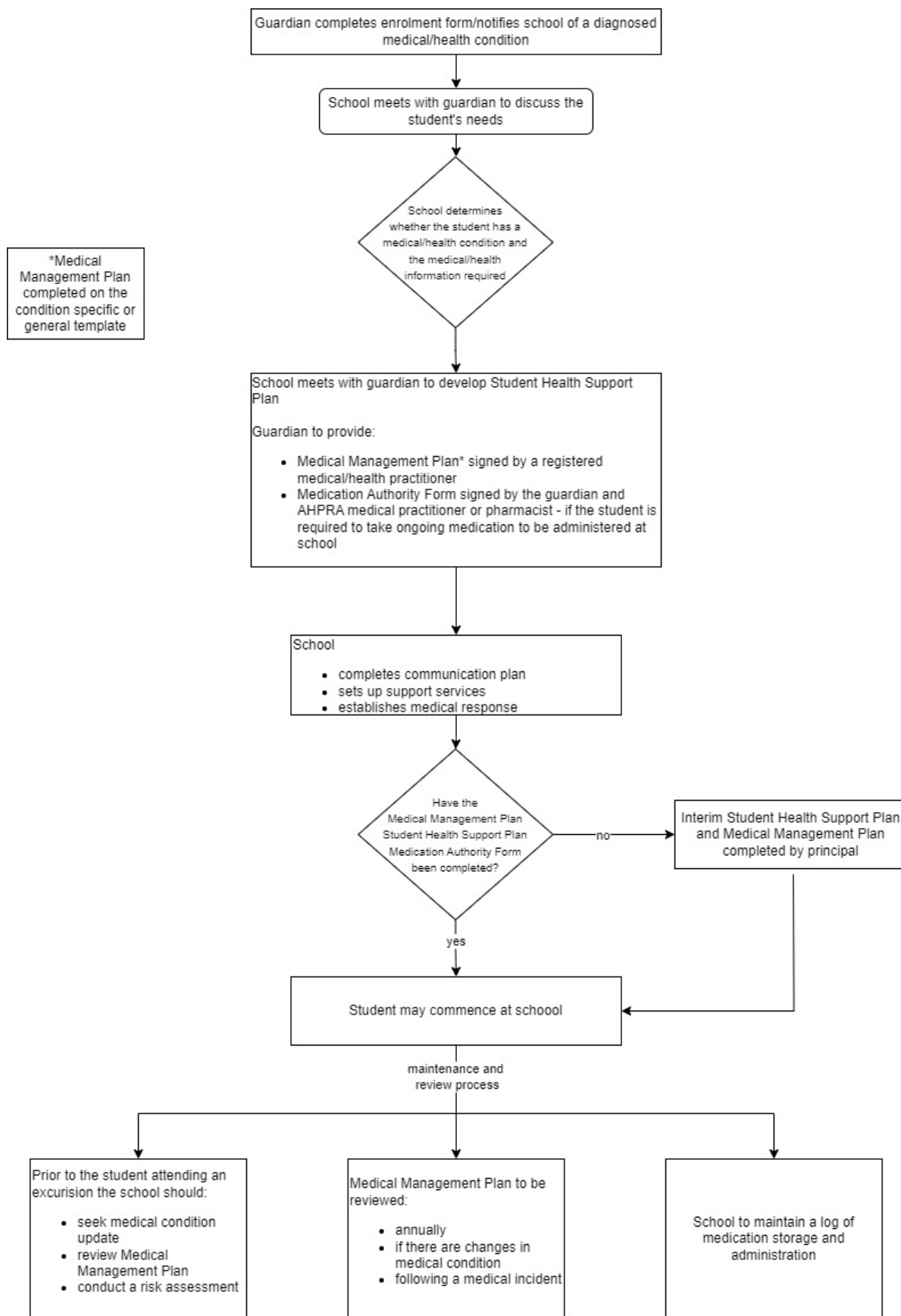
Type of Condition/s	Documentation	Documents signed by a registered medical/ health practitioner
Acquired Brain Injury	<ul style="list-style-type: none"> - Medical Management Plan – Acquired Brain Injury - VIC-EDU-F-058 Student Health Support Plan 	<ul style="list-style-type: none"> - Medical Management Plan – Acquired Brain Injury
Anaphylaxis/Allergies	<ul style="list-style-type: none"> - VIC-EDU-F-052 Individual Anaphylaxis Management Plan - ASCIA Anaphylaxis Action Plan/ ASCIA Action Plan for Allergic Reaction 	<ul style="list-style-type: none"> - ASCIA Anaphylaxis Action Plan/ ASCIA Action Plan for Allergic Reaction
Asthma	<ul style="list-style-type: none"> - Asthma Action Plan - VIC-EDU-F-058 Student Health Support Plan 	<ul style="list-style-type: none"> - Asthma Action Plan
Attention Deficit Hyperactivity Disorder (ADHD)	<ul style="list-style-type: none"> - Diagnostic report - VIC-EDU-F-057 Medication Authority Form (where required at school) - Professional Safety Plan - Understanding the student 	<ul style="list-style-type: none"> - Diagnostic report - VIC-EDU-F-057 Medication Authority Form (where required at school)
Cancer	<ul style="list-style-type: none"> - Medical Management Plan – Cancer - VIC-EDU-F-058 Student Health Support Plan - VIC-EDU-F-057 Medication Authority Form (where required at school) 	<ul style="list-style-type: none"> - Medical Management Plan – Cancer - VIC-EDU-F-057 Medication Authority Form (where ongoing use is required at school)
Continence	<ul style="list-style-type: none"> - Continence Care Plan 	<ul style="list-style-type: none"> - Continence Care Plan

	<ul style="list-style-type: none"> - Toileting, Hygiene, (and Menstrual) Medical Management Plan - Toileting, Hygiene, (and Menstrual) Learning Plan - VIC-EDU-F-058 Student Health Support Plan 	<ul style="list-style-type: none"> - Toileting, Hygiene, (and Menstrual) Care Plan
Cystic Fibrosis	<ul style="list-style-type: none"> - Medical Management Plan – Cystic Fibrosis - VIC-EDU-F-058 Student Health Support Plan - VIC-EDU-F-057 Medication Authority Form (where required at school) 	<ul style="list-style-type: none"> - Medical Management Plan – Cystic Fibrosis - VIC-EDU-F-057 Medication Authority Form (where ongoing use is required at school)
Diabetes	<ul style="list-style-type: none"> - Diabetes Management and Action Plan - VIC-EDU-F-058 Student Health Support Plan 	<ul style="list-style-type: none"> - Diabetes Management Action Plan
Epilepsy	<ul style="list-style-type: none"> - Epilepsy Management Plan - Emergency Medication Management Plan (EMMP) - VIC-EDU-F-058 Student Health Support Plan 	<ul style="list-style-type: none"> - Epilepsy Management Plan - Emergency Medication Management Plan (EMMP) (if required)
Eating and drinking care	<ul style="list-style-type: none"> - Medical Management Plan – Eating and Drinking - VIC-EDU-F-058 Student Health Support Plan 	<ul style="list-style-type: none"> - Medical Management Plan – Eating and Drinking
Transfer and positioning support	<ul style="list-style-type: none"> - Medical Management Plan – Transfer and Positioning - VIC-EDU-F-058 Student Health Support Plan 	<ul style="list-style-type: none"> - Medical Management Plan – Transfer and Positioning
Complex Care/ More than one condition	<ul style="list-style-type: none"> - Relevant Medical Management Plan - VIC-EDU-F-058 Student Health Support Plan - VIC-EDU-F-057 Medication Authority Form (where required at school) 	<ul style="list-style-type: none"> - Relevant Medical Management Form - VIC-EDU-F-057 Medication Authority Form (where ongoing use is required at school)
Other conditions	<ul style="list-style-type: none"> - General or Condition Specific Medical Management Form (as indicated by the condition) - VIC-EDU-F-058 Student Health Support Plan - VIC-EDU-F-057 Medication Authority Form (where required at school) 	<ul style="list-style-type: none"> - Medical Management Form - VIC-EDU-F-057 Medication Authority Form (where ongoing use is required at school)

Establishing and reviewing medical management

Figure 1 summarises the process for establishing and reviewing medical management for students at MacKillop Education.

Figure 1. Medical Management process



principals are to keep a register of all current *medical management plans* and update when reviewed annually or following notification of a change to the student's needs, or in response to a particular or critical incident.

Communication plan for medical management

The principal or delegate must prepare a communication plan to inform relevant staff members and volunteers about the policies, procedures, and the current *Medical Management Plans* and *Student Health Support Plans* for students at the school with diagnosed health care need/s, complex care needs, or relevant medical condition/s.

The communication plan also outlines the procedure for guardians to communicate any changes to the plans for their child, as authorised by the appropriate treating medical/health practitioner.

4. Responsibilities

The principal is responsible for:

- Ensuring that Medical Management policies, procedures and forms are published and available on the MacKillop Education website
- Obtaining a copy of a student's *Medical Management Plan* and *Medication Authority Form* if required, prior to the student attending school
- Developing a *Student Health Support Plan* and where relevant, condition specific medical/personal care advice plan, with the student's guardian
- Ensuring that review procedures are in place to update *Medical Management Plans*, *Medication Authority Forms* and *Student Health Support Plans* as required, annually, after an incident or as indicated by the registered medical practitioner
- Developing a communication plan which outlines how students' medical management information is communicated to relevant staff and volunteers, and how communication is maintained between the school and guardian to act on any changes to plans.

Guardians are responsible for:

- Informing the 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,
 - if the condition arises subsequent to the student's enrolment, immediately on diagnosis, or
 - if there is a change in the student's medical/health condition
- Providing the principal with a copy of the relevant *Medical Management Plan* (MMP) completed by a registered medical/health practitioner
- Providing the principal with a Medication Authority Form signed by themselves and the medical practitioner or pharmacist if medication is required to be administered to their child at school

5. Related legislation, policy, guidelines and resources

- Melbourne Archdiocese of Catholic Schools (MACS) supporting documents
 - Medical Management Policy – template for schools
 - Medical Management Procedures
 - Medical Management Plan Template
 - Medical Management Plan – for students diagnosed with cancer
 - Medical Management Plan – for students requiring oral eating and drinking support
 - Medical Management Plan – for students with an Acquired Brain Injury (ABI)

- Medical Management Plan – for students with Cystic Fibrosis
- Medical Management Plan – for students requiring transfer and positioning support
- Toileting, Hygiene and Menstrual Management Plan
- Administration of Medication Policy
- Administration of Medication Procedures
- First Aid Policy and Procedures

MacKillop Education documents

- VIC-EDU-F-056 Medical Management Plan Template
- VIC-EDU-F-057 Medication Authority Form
- VIC-EDU-F-058 Student Health Support Plan Template
- VIC-EDU-F-062 Medical Management Communication Plan
- VIC-EDU-P-008 Anaphylaxis Management Policy
- VIC-EDU-P-062 Anaphylaxis Management Procedure

Resources

- Allergy and Anaphylaxis Australia
- Asthma Australia
- Australian Diabetes Society
- Australian Society of Clinical Immunology and Allergy
- Coeliac Australia
- Diabetes Australia
- Epilepsy Foundation of Victoria
- National Asthma Council Australia
- Royal Children’s Hospital
 - Department of Allergy and Immunology
 - Complex Care Hub - Schoolcare Program
 - Fact sheets

6. Approval and Review Details

This policy will be available to the school community on the MacKillop Education website. It will be communicated to guardians on enrolment and to school staff, casual relief teachers and volunteers as part of their induction.

Approval and Review	Details
Approval Authority	Group Director, The MacKillop Institute and MacKillop Education
Approval Date	14 February 2024
Recommended to Approval Authority by	MacKillop Education Leadership Team
Next Review Date	1 March 2025
Version	1