



## Purpose

Melbourne Archdiocese Catholic Schools Ltd (MACS), and the schools it governs and operates, strive to be communities of faith, hope and love, where the wellbeing and interests of all students is foremost. We have a responsibility to provide a safe work environment for all members of our school community. We have a particular duty of care for the safety of our students. It is a requirement that schools develop and implement appropriate procedures for the effective management of students' health care needs, personalised care and support the management and administration of medication to facilitate access and participation in education.

The purpose of this Medical Management Policy is to meet MACS' duty of care, consistent with the minimum standards for school registration.

## Scope

This Policy applies to all employees, students and others in all schools and workplaces governed and operated by MACS. This policy applies at any time that a child with a diagnosed medical condition, health care need, complex medical need or requiring personalised care and support is being educated and cared for in a MACS school or workplace, including during excursions. It excludes students with allergies or at risk of anaphylaxis – see specific anaphylaxis and allergies policy for requirements for those conditions.

## Policy

This Policy sets out the requirements for:

- the management of health care needs, complex medical needs or relevant medical condition diagnosed by a registered medical practitioner
- informing the appropriate staff members of practices in relation to managing identified health care needs, mobility, complex medical needs or personalised care and support
- the provision of health care and support, complex medical support and escalation processes for associated high risk scenarios, including medical authorisation, training, clear decision making processes for accessing local medical and ambulance services
- communication protocols to inform families about how the school is informed about and manages health care needs, or relevant medical conditions of children and how parents can communicate any changes to the school
- a child enrolled at the school who has a diagnosed health care need, complex care need or relevant medical condition, to have in place:
  - a Medical Management Plan prepared and approved by a treating medical practitioner and provided to the school by the parents of the child outlining the required care and support and an escalation plan to be followed in the event of a related incident; and
  - an authorised plan for the administration of medication at school
  - A Student Health Support Plan developed between the school and the parents of the child to articulate implementation of required care, support and risk mitigation.

Each school principal is required to contextualise this MACS Medical Management Policy for their school environment using the school template.



## Procedures

### Enrolment

When a child who has a diagnosed health care need, complex care need or relevant medical condition is enrolled, additional requirements must be met to ensure continuity of education and that the child's safety, health and wellbeing is protected. Once a child's enrolment record has been completed, it will be reviewed to identify whether the child has a diagnosed health care need, complex medical need or relevant medical condition.

Where the child has a specific health care need, complex medical need or relevant medical condition diagnosed by a registered medical practitioner, the school is required to obtain a copy of a Medical Management Plan from the child's parents/guardians. The advice provided by the medical practitioner in the Medical Management Plan is used in consultations between the school and the family to document a Student Health Support Plan. Relevant aspects of the school's operation should be considered in relation to the child's inclusion in the educational program and to ensure their access and participation in education. Where medically indicated, the school must designate staff to provide complex medical care and/or personal care and support to ensure the continuity of education for students with identified health care needs, mobility support requirements or complex care needs. In some cases it may be necessary for one or more staff members to access additional professional development or training e.g. in managing asthma or epilepsy and/or specialised training such as RCH Complex Care or Schoolcare Program to assist in meeting a child's complex health care needs.

The Medical Management Plan and Student Health Support Plan should be developed and must be in place prior to the child commencing attendance, noting that in some cases, there may (with Principal approval) be an interim Medical Management Plan and Student Health Support Plan if the school is awaiting relevant medical or other information at the time the child commences attendance, and it would not be reasonable to delay a child's attendance in the circumstances. The Medical Management Plan and Student Health Support Plan must be kept in the enrolment record for that child. Students with asthma, diabetes or epilepsy will be provided with a condition specific medical management plan.

The enrolment record must include the following health information:

- details of any diagnosed healthcare needs of the child, including any medical condition, health need, known allergy, including whether the child has been diagnosed as at risk of anaphylaxis (see anaphylaxis policy in relation to management of risk of anaphylaxis)
- instructions related to the care required as authorised by the treating health practitioner in the Medical Management Plan
- a Student Health Support Plan detailing how the school will provide the required care and support with regard to the diagnosed healthcare need, complex care need, personalised care and support, or medical condition
- an authorisation for the administration of medication (see also Administration of Medication to Students Procedures and Medication Authority Form).

Following commencement at a school, the child's parents/guardians will be regularly consulted regarding any changes to the diagnosed health care needs or relevant medical conditions the child may have developed since enrolment. It is the responsibility of the parents to provide this information to the school in a timely manner. The requirements of the Medical Management Plan, Medication Authority Form and the Student Health Support Plan are detailed below. The school must have processes to communicate with 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. Schools should review plans and ensure that all relevant parties (staff and



family) are aware of the medical advice provided in the Medical Management Plan and the plans for implementation of care and support at school as documented in the Student Health Support Plan, including written advice on the administration of medication at school where required.

### Medical Management Plan

The parents/guardians of the child who has a diagnosed health care need or relevant medical condition must provide a Medical Management Plan for the child. This Medical Management Plan will be clarified with the practitioner if required and followed as documented. It must include advice on routine management and where necessary specific advice in the event of an incident relating to the child's diagnosed health care need or relevant medical condition e.g. epilepsy where the seizure extends beyond identified time periods. Condition-specific plans (asthma, diabetes, epilepsy) are designed to identify supports relevant to that condition and highlight contingencies and escalation procedures for emergency management. All Medical Management Plans must include specific advice from a treating medical/health practitioner which is documented (including being dated and signed).

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

- details of the diagnosed health care need, personal care and support need, complex care need or relevant medical condition including the severity of the condition and care requirements;
- any current medication prescribed for the child;
- the response required from the school in relation to ongoing care and support and the emergence of symptoms, including:
  - any medication required to be administered either on a regular basis at school or in an emergency, overnight in the case of camps or excursions; and
  - the response required for an acute episode or if the child does not respond to initial treatment; and
  - processes for accessing additional community support e.g. community nurse, an ambulance for emergency assistance
  - the signature of the medical practitioner providing the advice relevant authorisation for medication and the date.

Medical Management Plan should be reviewed annually through the Program Support Group meeting, or when the parent notifies the school that the student's health needs have changed. It should otherwise be reviewed as needed. Principals or the school nurse may also instigate a review of the Medical Management Plan at other times, such as in response to a particular incident.

### Student Health Support Plan

In addition to the Medical Management Plan, a Student Health Support Plan aligned to the medical advice must be developed by the school in consultation with the child's parents/guardians and implemented so as to ensure:

- that practices and procedures are in place to facilitate access and participation in education including mobility support, health support (e.g. diabetes care) complex health support (e.g. tracheostomy management, stoma care), personalised care and support (e.g. [continence care](#), toileting, feeding), mobility support (transfers), authorisation for the administration of medication at school;
- that the risks relating to the child's diagnosed health care need, mobility support, or relevant medical condition are assessed and minimised including provision of additional training for



school staff where required;

- that all relevant staff members and volunteers can identify the child, the child's medical management plan, health support plan and if relevant, the location of the child's medication
- if relevant and where attendance would otherwise pose a significant risk, that the child does not attend the school unless the child has their relevant medications or updated Medical Management Plan and Student Health Support Plan available at the school.

The Student Health Support Plan should include protocols for acute episodes or escalations and preparations for high risk scenarios, including establishing clear decision making processes for seeking additional medical advice or calling an ambulance, and arrangements for offsite activities, camps and excursions. Student Health Support Plan should be reviewed annually, through a Program Support Group meeting or when the parent notifies the school that the student's health needs have changed. It should otherwise be reviewed as needed. The School Nurse or Principals may also instigate a review of the health care plan at other times, such as in response to a particular incident.

### Communications Plan for Medical Management

A Communications Plan must be prepared in each school as part of this Policy to set out how:

- relevant staff members and volunteers are informed about this Policy; and, the Medical Management and Student Health Support Plans for children at the school who have a medically diagnosed health care need, complex care need, or relevant medical condition
- requirements for the parent of the child to communicate any changes to the Medical Management Plan authorised by the treating medical practitioner and Student Health Support plan for their child.

The Communications Plan must set out how the above communication will occur. This document can be an overarching Communications Plan for managing all diagnosed health care needs, allergies or relevant medical conditions of children in the school and it is not required to be developed for each individual child.

### Medication

Relevant requirements in respect of the administration of medication must be included in the Medical Management Plan, Medication Authority Form and Student Health Support Plan, as well as the Communications Plan. The Medication Authority Form must be updated when the medical advice regarding the medication or dosage changes.

The administration of medication by the school is approved by the principal and in most cases, medication must not be administered to a child being educated and cared for unless the administration is authorised by a medical practitioner. The enrolment record kept for each child must include details of any person who is authorised to consent to medical treatment or administration of medication to the child.

In the case of an emergency, authorisation may be given verbally by a parent/guardian or a person named in the child'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 child without an authorisation in case of an anaphylaxis or asthma emergency.

Schools should also refer to the Administration of Medication to Students Procedures.



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

In addition to the above requirements, there must be in attendance at all MACS locations where children are being educated or cared for at least one educator or nominated supervisor 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. The number of trained staff should be proportionate to the diagnosed needs of the student cohort.

## Related documents

Medical Management Plan Template  
Student Health Support Plan Template  
Medical Management Policy – School level Policy Template  
Administration of Medication to Students Procedures  
Medication Authority Form  
Communications Plan Template

## Related policies

### Incidents, injuries, trauma and illness

MACS schools' incident, injury, trauma and illness policies and procedures must include procedures to be followed in the event that a child is injured, becomes ill or suffers a trauma. An incident, injury, trauma and illness record must be kept that includes details of any illness that becomes apparent while a child is being educated and cared for and details of any medication administered or first aid provided and any medical personnel contacted.

See also the MACS Care, Safety and Welfare of Students Framework, MACS Enrolment Framework and the school's policies, procedures and guidelines related to the management of health and safety, personalised care and support, first aid, anaphylaxis, administration of medication and duty of care.

## References

### 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](#)

Responsible director	Director, Learning and Regional Services
Policy owner	General Manager, Learning Diversity
Approving body/individual	MACS Board
Policy Risk Rating	High
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POLICY DATABASE INFORMATION	
Related documents	Medical Management Policy – School level template Administration of Medication to Students- Procedures Anaphylaxis Policy Duty of Care Guidelines MACS First Aid Policy and Guidelines Medical Management Plan Template Medication Authority Form Student Health Support Plan Template Communication Plan for Medical Management Template
Superseded documents	School Administration of Medication Guidelines
New policy	New