Medical Management Communication Plan

MELBOURNE ARCHDIOCESE CATHOLIC SCHOOLS

ST FRANCIS DE SALES LYNBROOK

How staff members and volunteers are informed about students with medical needs

Staff Members and volunteers

[General information about how communication will occur and where to find the medical management and health plans for students who have a diagnosed health care need, allergy or relevant medical condition and how staff will be informed of requirements]

Prior to a child with a diagnosed health care need, allergy or relevant medical condition commencing at St Francis de Sales Primary School a Medical Management Plan authorised by the treating medical / health practitioner is required so that the school can enact appropriate care. St Francis de Sales Primary School will provide each staff member and volunteer (as appropriate) with access to the Medical Management Policy and teachers will be notified of students that have a Medical Management Plan and associated Student Health Plan and the practices required.

Parents are informed of how they can communicate any changes to the health care needs of their child through the enrolment policy, and regular reminders provided through the school newsletter, Program Support Group Meetings, Parent Teacher Meetings/Year level briefings, camps and excursion notifications.

Policies and Procedures

St Francis de Sales Primary School provides staff with information about the requirements of the managing health care needs in the following policies, procedures and guidance materials.

Staff are required to be familiar with the following policies and procedures.

Item	Location	Responsibility for	Applicable to	Updated
Medical Management Policy	Website	Principal and Deputy Principal	All staff including casual relief staff and volunteers Parents, guardians of students /all students who have a diagnosed health care need, complex care need, mobility need or relevant medical condition.	5 August 2022
Administration of medication procedures	Website	Principal and Deputy Principal	all staff, including casual relief staff and volunteers	5 August 2022

| | | | all students who require the administration of medication

parents/guardians/carers of students who require the administration of medication. | |
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| Medical Management Plan | Website | Principal and Deputy Principal

Parent/Guardians

Home Group Teacher

Admin Officer | all students who require the administration of medication | |
| Student Health support Plan | Website | Principal and Deputy Principal

Parent/Guardians

Home Group Teacher | all students who require the administration of medication | |
| Medical Authority Form | Website | Principal and Deputy Principal

Parent/Guardians

Home Group Teacher

Admin Officer | all students who require the administration of medication | |

Communication protocols

Staff, volunteers and parents are informed about school practices to manage medical conditions in the following ways:

What will be communicated?	Date/Frequency e.g. termly, annually etc	How will this communication occur? / What is the process?
Parents are informed of how they can communicate medical needs and any changes to the health care needs of their child.		This is done on enrolment and via the Medical Management Policy. Enrolment Packs include advice about the requirement to provide relevant medical information and diagnoses.

A notice placed in the school newsletter each term advising modes of communication with the school about medical conditions or administration of medication. and to update plans e.g Asthma and medication due to expire |

What will be communicated?	Date/Frequency e.g. termly, annually etc	How will this communication occur? / What is the process?
		All parents of children will be asked to update advice related to any health care needs on Operoo prior to all excursions and camps.
		Parents of children with existing Medical Management Plans and Student Health Plans are provided with a regular (generally annual) reminder of the requirement to provide the school with any updates/ changes to their child's health care needs
All school staff and volunteers are provided with information about the requirements for managing student health care needs		School staff and volunteers are provided with information as part of the induction into the school, on the Medical Management Policy and Administration of Medication Procedures – including in the staff induction / induction manual, as well as annual teacher briefings. Additional staff meetings/training sessions to update staff on changes in policies, process for review of medical management, updated risk mitigation plans or newly diagnosed conditions. Staff are provided with details about: ● where the Medical Management Plans, Student Health Plans and medication are located ● Protocols for the use of children's health care information for the purpose of the health, safety and wellbeing of the child ● Protocols for contacting an additional First Aid Officer
All relevant school staff are provided with training about the requirements for managing student health care needs		First Aid Officers at St Francis de Sales have current first aid certification All school staff have certification in the management of anaphylaxis All school staff and volunteers are provided with a six-monthly anaphylaxis briefing All school staff participate in annual CPR training All school staff participate in [diabetes management, asthma management, Relevant school staff are provided with specialised training if required to implement the medical management plan.
Casual Replacement Teachers and Emergency Teachers are informed of Medical Management Policy and Administration of Medication Procedures		All casual replacement teachers, specialist teachers, and emergency teachers and relevant volunteers are provided with: ● information as part of the induction into the school, in the staff induction manual ● Information pertinent to their engagement or role and students that they will supervise

What will be communicated?	Date/Frequency e.g. termly, annually etc	How will this communication occur? / What is the process?
		– v1.0 - 2022

Further information

Refer to: List all published school policies, procedures and guidance materials.