



**MARIAN
COLLEGE**

MEDICAL MANAGEMENT POLICY

Marian College (the College), inspired by the Brigidine Sisters and Gospel teachings, fosters a nurturing environment focused on strength and kindness. Our Vision Statement guides us as an educational community, emphasising faith, love, service, achievement, and forward-thinking.

The College is owned by the Trustees of Kildare Ministries and is operated and governed by Kildare Education Ministries (KEM).

Purpose

This policy outlines the school's duty of care for students who have a diagnosed health, personalised care or complex care need or medical condition(s), with a view to maintaining and safeguarding the privacy and wellbeing of students in line with the College Privacy Policy and Standard Collection Notice.

This policy applies to:

- The Principal, employees 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.
- Parents/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.

Policy

The College has a duty of care to support access to education through the management of health care needs, complex medical needs or relevant medical condition(s) diagnosed by a registered medical/health practitioner.

Parents/Guardians must inform the College 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.

When a student who has a diagnosed health care need, personal care need, complex care need or relevant medical condition is enrolled at the College, reasonable adjustments may be required to support continuity of education and to safeguard the student's safety and ensure that their health and wellbeing is protected during school related activities.

Medical Management documentation

For students with a specific health care, personal care, or complex medical need or a relevant medical condition diagnosed by a registered medical or health practitioner, our school request the student's Parents/Guardians and registered medical/health practitioner to stipulate the support requirements.

The General Medical Management Plan 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, escalated need or ongoing care relating to the student's diagnosed health care need or relevant medical condition.

Students with certain diagnosed medical conditions (e.g. asthma, diabetes, continence or epilepsy) require a specific medical management and/or action plans from external associations. Condition specific medical management plan/s are required for students with certain medical conditions (acquired brain injury, cancer, cystic fibrosis) and/or certain personal care needs (toileting/hygiene/menstrual health, oral eating and drinking, transfer and positioning) should be completed by the relevant registered medical/health practitioner.

Please refer to [Appendix 1](#) for further guidance on documentation required to inform the medical management of diagnosed medical/health conditions and/or personal care needs. The Principal must hold a signed Medication Authorisation Form for students requiring administration of over the counter and/or prescribed medication in the school environment during school hours or activities including camps and excursions.

The Principal or delegate develops and documents a Student Health Support Plan using the advice provided by the medical/health practitioner in the General/Condition Specific Medical Management Plan (e.g. asthma, diabetes, continence, epilepsy, acquired brain injury, cancer, cystic fibrosis, toileting/ hygiene/menstrual health, oral eating and drinking, transfer and positioning, etc). The Student Health Support Plan will consider how to ensure the student's inclusion access to the educational program and activities offered by the school.

Establishing and reviewing medical management at school

The general or condition specific Medical Management Plan and Student Health Support Plan must be in place prior to the student commencing attendance at the school. In some instances, it may be necessary to develop an interim, short-term Medical Management Plan and Student Health Support Plan, signed by the Principal, while awaiting relevant medical or other information so that the student's participation and attendance is not delayed.

The school may require updated advice where documentation is incomplete, out-of-date or no longer reflective of the presenting student need.

The Principal or delegate ensures all relevant plans and forms pertaining to the student's medical, health or personal care needs should be reviewed annually, following notification/observation of a change to the student's needs, or in response to a particular incident. The Principal or delegate should consider the relevant aspects of school operations to ensure access and participation, including complex care support and training, and seek additional advice where this is deemed necessary to support the student's presenting needs.

The Principal considers the staff who may require additional specific training for administering specialised medications such as injections or rectal suppositories through the Schoolcare Program at Royal Children's Hospital or accredited health service providers.

The Principal's delegate will maintain a register of students with identified medical/health/personal care condition/s and the management of these conditions.

Communication plan for medical management

The Principal or delegate is responsible for establishing a review and communication process. All relevant plans and forms pertaining to the student's medical, health care, or personal care needs should be reviewed annually or as indicated by the management plan, when the parents have notified of a change to the student's needs, when the school requires additional information or in response to a particular incident.

The Principal is responsible for ensuring that a communication plan is developed to provide information to 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.

The policy is to be published on the College website.



Definitions

For the purpose of this policy the following terms are defined as follows:

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| 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 <u>Australian Health Practitioner Regulation Agency</u> (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. |
| General/Condition Specific Medical Management Plan | Information provided by the Parents/Guardians 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 Medical Management Plan 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, cystic fibrosis, 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 a medical condition. |
| Personal care | Personal care is the support and supervision of daily personal living tasks (e.g. eating, drinking, dressing) and private hygiene (e.g. toileting). |
| Registered Medical/Health Practitioner | A person registered under <u>Australian Health Practitioner Registration Agency</u> (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/service hours: <ul style="list-style-type: none"> ● A campus of the school. ● Online or virtual school environments made available or authorised by the College for use by a student via the Student Management System. ● Other locations provided by the school or through a third-party provider for a 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 (<u>Ministerial Order No. 1359</u>). |
| School staff | Means an individual working at the College environment who is: <ul style="list-style-type: none"> ● Directly engaged or employed by the College or Kildare Education Ministries. ● A contracted service provider engaged by the College (whether or not a body corporate and whether or not any other person is an intermediary) engaged to perform student-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 (<u>Ministerial Order No. 1359</u>). |
| Student | Student means a person who is enrolled at the College. |
| Student Health Support Plan | The Student Health Support Plan is aligned to the medical management and/or action plan and must be developed by the school in consultation with the student's Parents/Guardians at a Program Support Group (PSG) meeting to ensure that practices and procedures are in place to facilitate access and participation in educational programs. |



Supporting Documentation:

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| Medical Management Policy | Incident Alert Template – Continent Management Log |
| Medical Management Policy for MACS Schools | Medical Management Plan – Acquired Brain Injury |
| Medical Management Plan – Template | Medical Management Plan – Cancer |
| Student Health Support Plan – Template | Medical Management Plan – Cystic Fibrosis |
| Medication Authority Form | Medical Management Plan – Oral Eating and Drinking |
| Continence Management Log | Medical Management Plan – Positioning and Transfer |
| Medical Management Plan – Toileting, Hygiene and Menstrual Management | Administration of Medication Policy |
| Toileting and Personal Care including Menstruation Learning Plan | Anaphylaxis Policy |
| Toileting and Personal Care Learning Plan | First Aid Policy |

Legislation and Standards:

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 student 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](#)

Document History

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| Written By: | Executive Team |
| Date of Approval: | February 2024 |
| Approval Authority: | Executive Team |
| Next Review: | February 2027 |



Appendix 1: Required Medical Management Documentation

| Type of Condition/s | Documentation | Documents signed by a registered medical/ health practitioner |
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| Acquired Brain Injury | <ul style="list-style-type: none"> - Medical Management Plan – Acquired brain injury. - Student Health Support Plan. | <ul style="list-style-type: none"> - Medical Management Plan – Acquired brain injury. |
| Anaphylaxis/Allergies | <ul style="list-style-type: none"> - Individual Anaphylaxis Management Plan. - ASCIA Anaphylaxis Action Plan/ ASCIA Action Plan for Allergic Reaction. | <ul style="list-style-type: none"> - Individual Anaphylaxis Management Plan . - ASCIA Anaphylaxis Action Plan. |
| Asthma | <ul style="list-style-type: none"> - Asthma Action Plan. - 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. - Medication Authority form (where required at school). - Personalised Learning Plan (where required). - Student Behaviour Support Plan (where required). | <ul style="list-style-type: none"> - Diagnostic report. - Medication Authority form (where required at school). |
| Cancer | <ul style="list-style-type: none"> - Medical Management Plan – Cancer. - Student Health Support Plan. - Medication Authority form (where required at school). | <ul style="list-style-type: none"> - Medical Management Plan – Cancer. - Medication Authority form (where ongoing use is required at school). |
| Continence | <ul style="list-style-type: none"> - Continence Care Plan. - Toileting, Hygiene, (and Menstrual) Medical Management Plan. - Toileting, Hygiene, (and Menstrual) Learning Plan. - Student Health Support Plan. | <ul style="list-style-type: none"> - Continence Care Plan. - Toileting, Hygiene, (and Menstrual) Care Plan. |
| Cystic Fibrosis | <ul style="list-style-type: none"> - Medical Management Plan – Cystic Fibrosis. - Student Health Support Plan. - Medication Authority form (where required at school). | <ul style="list-style-type: none"> - Medical Management Plan – Cystic Fibrosis. - Medication Authority form (where ongoing use is required at school). |
| Diabetes | <ul style="list-style-type: none"> - Diabetes Management and Action Plan. - 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). - 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. - 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. - 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. - Student Health Support Plan. - Medication Authority form (where required at school). | <ul style="list-style-type: none"> - Relevant Medical Management Form. - 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). - Student Health Support Plan - Medication Authority form (where required at school). | <ul style="list-style-type: none"> - Medical Management Form - Medication Authority form (where ongoing use is required at school). |

