



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 Emmanuel College a Medical Management Plan authorised by the treating medical/health practitioner is required so that the College can enact appropriate care. Emmanuel College 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 College newsletter, Program Support Group Meetings, Parent Teacher Meetings/Year level briefings, camps and excursion notifications.

Policies and Procedures

Emmanuel College 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	Emmanuel Website	Risk & Compliance Officer	College and its community	Annually
Medical Management Plan	(link to EC website)	Family and medical practitioner	Staff and Volunteers	As needed
Medication Authority Form	(link to EC website)	Family and medical practitioner	Staff and Volunteers	As needed
Administration of medication to students - procedures	(link to EC website)	Risk & Compliance Officer	Staff and Volunteers	Annually

Student Health Support Plan and Guidelines	College Nurse	College and Family	Staff and Volunteers	As needed
Medical Management Communication Plan	College Nurse	College and Family	Staff and Volunteers	Six monthly or as needed
Action Plan Anaphylaxis	ASCIA	Family and medical practitioner	Staff and Volunteers	As needed
Specific Condition Form	Relevant website	Family and practitioner	Staff and Volunteer	As needed

Communication protocols

Staff, volunteers and parents are informed about the College 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.	<p>Medical Needs need to be communicated to the College:</p> <ul style="list-style-type: none"> • On enrolment • Annually • Immediately when those needs change • Immediately, after an episode in which the Principal has requested a review 	<p>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.</p> <p>A notice placed in the school newsletter each term advising the community how to notify the College about the special medical needs of their children or the administration of their medications.</p> <p>All parents of students will be asked to update advice related to any health care needs prior to all excursions and camps.</p> <p>Parents of students with existing Medical Management Plans and Student Health Plans are provided with a regular (generally annually) reminder of the requirement to provide the College with any updates/changes to their child's health care needs</p>
All College staff and volunteers are provided with information about the requirements for managing student health care needs	Every six months or as required	<p>College staff and volunteers are provided with information as part of the induction into the College, on the Medical Management Policy and Administration of Medication Procedures – included in the staff induction / induction manual, as well as annual teacher briefings.</p> <p>Additional staff meetings/training sessions to update staff on changes in policies, process for review of</p>

What will be communicated?	Date/Frequency e.g. termly, annually etc	How will this communication occur? / What is the process?
		<p>medical management, updated risk mitigation plans or newly diagnosed conditions.</p> <p>Staff are provided with details about:</p> <ul style="list-style-type: none"> • where the Medical Management Plans, Student Health Plans and medication are located • Protocols for the use of student's health care information for the purpose of the health, safety and wellbeing of the student • Protocols for contacting an additional First Aid Officer
<p>All relevant College staff are provided with training about the requirements for managing student health care needs</p>	<p>Bi-Annually</p>	<p>The College Nurse at Vermont South and the First Aid Officer (Paramedic) at Burwood have current first aid certification</p> <p>All College staff have certification in the management of anaphylaxis</p> <p>All College staff and volunteers are provided with a six-monthly anaphylaxis briefing</p> <p>Relevant College staff participate in annual CPR training</p> <p>Relevant College staff participate in diabetes management, asthma management</p> <p>Relevant College staff are provided with specialised training if required to implement the medical management plan.</p>
<p>Casual Replacement Teachers and Emergency Teachers are informed of Medical Management Policy and Administration of Medication Procedures</p>	<p>As required</p>	<p>All casual replacement teachers, specialist teachers, and emergency teachers and relevant volunteers are provided with:</p> <ul style="list-style-type: none"> • information as part of the induction into the College, in the staff induction manual • Information pertinent to their engagement or role and students that they will supervise

Further information

Refer to:

[Medical Management Policy](#)

[Medical-Management Plan Template Emmaus College](#)

[Medication-authority form Emmaus College](#)

[Anaphylaxis Policy MACS Emmaus College](#)