



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 student with a diagnosed health care need, mobility needs, personalized care need, allergy or relevant medical condition commencing at Emmaus College, a Medical Management Plan authorised by the treating medical/health practitioner is required so that the College can enact appropriate care. The College will provide each staff member and volunteer (as appropriate) with access to the Medical Management Policy and teachers will be notified of students, who 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

The College provides staff with information about the requirements for managing health care needs, mobility needs and/or personalised care and support 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	Emmaus Website	Risk & Compliance Officer	College and its community	Annually
Administration of Medication Policy	Emmaus Website	Risk & Compliance Officer	College and its community	Annually
Medication Authority Form	Emmaus Website	Family and medical practitioner	Staff and Volunteers	As needed

Administration of medication to students - procedures	Emmaus Website	Risk & Compliance Officer	Staff and Volunteers	Annually
Student Health Support Plan and Guidelines	Learning & Diversity	College and Family	Staff and Volunteers	As needed
Medical Management Communication Plan	Emmaus Website	College and Family	Staff and Volunteers	Six monthly or as needed
Action Plan Anaphylaxis	ASCIA	Family and medical practitioner	Staff and Volunteers	As needed

Communication protocols

Staff, volunteers and parents are informed about 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 healthcare 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 <p>Immediately, after an episode in which the College Principal has requested a review</p>	<p>Parents are provided with information at enrolment and via the provision of the Medical Management Policy. Enrolment Packs include advice about the requirement to provide relevant medical information and diagnoses.</p> <p>A notice is placed in the College 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 children will be asked to update advice related to any health care needs, personalised care needs in a timely manner prior to all excursions and camps to allow appropriate arrangements to be made.</p>

What will be communicated?	Date/Frequency e.g. termly, annually etc	How will this communication occur? / What is the process?
		<p>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 College with any updates/changes to their child's health care needs, support needs or medication requirements.</p> <p>Parents of children with existing completed Medication Authority forms 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, support needs or medication requirements.</p>
<p>All College staff and volunteers are provided with information about the requirements for managing student health care needs, medical needs or personal care and support needs.</p>	<p>Every six months or as required</p>	<p>College staff and volunteers are provided with information as part of the induction into the school, on the Medical Management Policy and Administration of Medication Policy – including in the staff induction manual, as well as annual teacher briefings.</p> <p>Additional staff meetings/training sessions to update staff on changes in policies, processes for review of medical management, updated risk mitigation plans or management of 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 children's health care information for the purpose of the health, safety and wellbeing of the child • staff trained in specialized procedures

What will be communicated?	Date/Frequency e.g. termly, annually etc	How will this communication occur? / What is the process?
		<ul style="list-style-type: none"> protocols for contacting an additional First Aid Officer.
<p>All relevant College staff are provided with training about the requirements for managing student healthcare needs</p>	<p>Bi-Annually</p>	<p>The College Nurse and First Aid Officer at Vermont South and the First Aid Officer at Burwood have current first aid certification</p> <p>The College Principal to ensure the appropriate number of College staff are currently certified in the Management of anaphylaxis and administration of auto-injectors.</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, health support and/or personalized care plan.</p>
<p>Casual Replacement Teachers and Emergency Teachers are informed of the Medical Management Policy and Administration of Medication Policy</p>	<p>As required</p>	<p>All casual replacement teachers, specialist teachers, 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 the students that they will supervise.

Further information

Refer to:

Administration of Medication Policy
Administration of Medication Procedures

Anaphylaxis Policy
Medical Management Policy
Medical-Management Plan
Medication-authority form

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