



## Medical Management Policy

OakTree College ('the College') is an independent co-educational specialist senior secondary school providing education opportunities for young people of migrant backgrounds who are at risk of disengaging from education.

OakTree College ('the College') seeks to provide a safe and supportive environment where all students can safely participate in the educational experiences offered by the College.

### 1. Purpose

The purpose of this Medical Management Policy is:

- to explain to parents, carers and guardians the processes and procedures the College has in place to support students with medical conditions or health care needs; and
- to meet the College's duty of care for its students who have a diagnosed health care, complex care need or medical condition.

### 2. Scope

This policy applies to:

- all staff, including casual relief teachers and volunteers,
- all students who have a diagnosed medical condition or health care need that requires monitoring or managing at school,
- parents, carers and guardians of such students.

It excludes students with allergies or at risk of anaphylaxis – these are addressed in our specific anaphylaxis and asthma policies for requirements for those conditions.

### 3. Procedures

#### 3.1 On enrolment

When a student with a diagnosed medical condition or health care need is enrolled, additional requirements must be met to ensure that the student's safety, health and wellbeing is protected. The enrolment form requires parents, carers and guardians to provide information about their child's medical condition or health care needs including anaphylaxis and other known allergies such as asthma (addressed in separate policies).

Parents, carers or guardians must provide the College with a copy of the student's approved Medical Management Plan. The advice provided by the medical or health practitioner in the Medical Management Plan is used in consultations between the College and the family to document a Student Health Support Plan.

The College will ensure that reasonable care is applied to ensure the student's safety, health and wellbeing while the student is under the supervision of the College. All staff will be advised of the student's medical or health care needs as appropriate. The Executive

Principal is responsible for ensuring relevant staff are provided with additional professional development or training to facilitate management of the student's needs.

The authorised Medical Management Plan and Student Health Support Plan should be developed and must be in place before the student commences. It may be necessary to have an interim Medical Management Plan and Student Health Support Plan if the College is awaiting relevant medical or other information at the time the student commences, and it would not be reasonable to delay the student's commencement. The Executive Principal is responsible for determining when an interim plan is warranted and for developing such plans.

The Medical Management Plan and Student Health Support Plan must be kept in the enrolment record for that student on the student management system (in hard copies).

The following health information will be recorded:

- Evidence of any medically diagnosed healthcare needs of the child, including any medical condition and allergies, medically prescribed medications and administration details including whether the student has been diagnosed as at risk of anaphylaxis (see also the Anaphylaxis Management Policy);
- The Medical Management Plan, an Individual Anaphylaxis Management Plan, where relevant, and Student Health Support Plan to be followed with respect to a diagnosed healthcare need, medical condition or allergy and details of any dietary restrictions for the student;
- Relevant medical authorisations for the administration of prescribed or 'over the counter' medication (see also the Administration of Medication and Medication Authority Form).

The requirements of the Medical Management Plan and the Student Health Support plan are detailed below.

### **3.2 Medical Management Plan**

The parents, carers or guardians of the child who has a medical condition or health care need must provide an authorised Medical Management Plan for the student. The Medical Management Plan must be authorised by the student's registered medical/health practitioner and include their specific advice. The Medical Management Plan must be signed and dated by the medical/health practitioner.

Generally, the student's Medical Management Plan will be reviewed annually by the Executive Principal and/or Assistant Principal/Curriculum Leader or when the parent, carer or guardian notifies the College that the student's medical condition or health needs have changed. It should otherwise be reviewed as needed. For example, the Executive Principal and/or the Assistant Principal/Curriculum Leader may instigate a review of the Medical Management Plan in response to a particular incident or concern.

The Medical Management Plan must be followed in the event of an incident relating to the student's diagnosed medical condition or health care need. The College may request further medical advice from the medical/health practitioner where this is deemed necessary to clarify practice or mitigate newly identified risks.

### **3.3 Student Health Support Plan**

In addition to the Medical Management Plan, a Student Health Support plan must be developed in consultation with the student's parents, carers or guardians and implemented so as to reasonably ensure:

- that the risks relating to the student's medical condition or health care need are assessed and minimised;
- that the parents, carer or guardian are notified of any known allergens at the College that pose a risk to the student and strategies for minimising the risk are developed and implemented;
- that all relevant staff members and volunteers can identify the student, the student's Medical Management Plan and the location of the student's medication;
- where attendance would otherwise pose a significant risk, that the student does not attend the College unless the student has a Medical Management Plan and medications available at the College;
- that practices and procedures are in place and implemented for the safe handling, preparation, consumption and serving of food, where relevant.

The Student Health Support Plan should include preparations for high-risk scenarios (e.g. excursions) including establishing clear decision-making processes for calling an ambulance.

Generally, the Student Health Support Plan will be reviewed at least annually by the Executive Principal and/or the Assistant Principal/Curriculum Leader or when the parent, carer or guardian notifies the College that the student's medical condition or health needs have changed. It can otherwise be reviewed as needed. For example, the Executive Principal and/or the Assistant Principal/Curriculum Leader may instigate a review of the Student Health Support Plan in response to a particular incident or concern.

### **3.4 Medication**

Relevant requirements in respect of the administration of prescribed medication must be included in completing the Medical Management Plan and Student Health Support Plan.

In all cases except emergency situations, medication must not be administered to a student unless the administration is authorised by a treating medical/health practitioner. The enrolment record kept for each student includes details of any person who is authorised to consent to medical treatment or administration of medication to the student.

In the case of an emergency, authorisation may be given verbally by a parent, carer or guardian 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.

### **3.5 First aid training**

In addition to the above requirements, there must be at least one staff member in attendance at the College who must be immediately available in an emergency and who holds a current approved first aid qualification.

## **4. Communication**

This policy will be provided to:

- all staff, including principals, student wellbeing and support staff during induction
- In the Teachers' Handbook
- In the Staff Handbook
- volunteers during induction
- parents, carers and guardians in the Student & Parent/Guardian Handbook

Medical Management Plans and Student Health Support Plans will be distributed to:

- the student's classroom teacher
- the parent, carer or guardian of the student
- the Wellbeing Officer
- the Business and Administration Manager
- volunteers, where appropriate.

## 5. Related policies and documents

- Administration of medication [proforma]
- Anaphylaxis Management Plan
- Asthma Management Policy
- Duty of Care policy
- Emergency and Critical Incident Management Plan
- First Aid Policy
- Medical Management Plan [proforma]
- Student Health Support Plan [proforma]

## 6. Approval and Review

Document Owner	Executive Principal
Approved by:	College Board
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Next review date	May 2025 and every 12 months thereafter