



## MEDICAL MANAGEMENT POLICY

Salesian College Sunbury is an inclusive Catholic Faith Community in the spirit of St John Bosco.

- We are a welcoming COMMUNITY that fosters an atmosphere of joy and optimism.
- We strive for engagement in LEARNING for which we are collectively responsible.
- We promote the pursuit of EXCELLENCE in all aspects of life.
- We are inspired by our FAITH to serve others and develop as resilient, thoughtful and caring citizens of the world.

Central to these values is an unequivocal commitment to fostering the dignity, self-esteem and integrity of children and young people and providing them with a safe, supportive and enriching environment to develop spiritually, physically, intellectually, emotionally and socially.

### 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 Salesian College Sunbury Privacy Policy and General Collection Notice.

### SCOPE

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/carers 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

Salesian College Sunbury 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/carers must inform Salesian College Sunbury 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 Salesian College Sunbury, reasonable adjustments may be required to support continuity of education and to safeguard the child'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 child's parents/guardians/carers 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 child'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 Action Plan, Student Health Support Plan, or Student Safety 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 Action Plan, Student Health Support Plan, or Student Safety 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 Action Plan, Student Health Support Plan, or Student Safety 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 Action Plan, Student Health Support Plan, or Student Safety Plan, signed by the principal, while awaiting relevant medical or other information so that the student's participation and attendance are not delayed. In the absence of a medical management plan issued by a qualified medical practitioner, school templates will be provided to parents for qualified medical practitioners to complete and sign.

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 college nurse 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 school's website.

## **DEFINITIONS**

For full list of definitions, see the Glossary of Terms.

### **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 Australian Health Practitioner Regulation Agency (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.

### **General/Condition Specific Medical Management Plan**

Information provided by the parent/guardian/carer 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. In the absence of a medical management plan issued by a qualified medical practitioner, school templates will be provided to parents for qualified medical practitioners to complete and sign.

### **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).

## **RELATED POLICIES AND RESOURCES**

Administration of Medication Policy

Anaphylaxis Management Policy

First Aid Policy

Medical Management Procedure

Medical Management Plan

Student Action Plan

Student Safety Plan

Student Health Support Plan

Medication Authority Form

Continence Management Log

Incident Alert Template - Continence Management Log

Medical Management Plan - Acquired Brain Injury

Medical Management Plan - Cancer

Medical Management Plan - Cystic Fibrosis

Medical Management Plan - Oral Eating and Drinking

Medical Management Plan - Positioning and Transfer

Medical Management Plan - Toileting, Hygiene and Menstrual Management

Toileting and Personal Care including Menstruation Learning Plan

Toileting and Personal Care Learning Plan

Glossary of Terms

## **Resources**

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 child 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

## APPENDIX 1: REQUIRED MEDICAL MANAGEMENT DOCUMENTATION

Type of Condition/s	Documentation	Documents signed by a registered medical/ health practitioner
Acquired Brain Injury	<ul style="list-style-type: none"> <li>- Medical Management Plan - Acquired brain injury</li> <li>- Student Action Plan, Student Health Support Plan, or Student Safety Plan</li> </ul>	<ul style="list-style-type: none"> <li>- Medical Management Plan - Acquired brain injury</li> </ul>
Anaphylaxis/Allergies	<ul style="list-style-type: none"> <li>- Individual Anaphylaxis Management Plan</li> <li>- ASCIA Anaphylaxis Action Plan/ ASCIA Action Plan for Allergic Reaction</li> </ul>	<ul style="list-style-type: none"> <li>- Individual Anaphylaxis Management Plan</li> <li>- ASCIA Anaphylaxis Action Plan</li> </ul>
Asthma	<ul style="list-style-type: none"> <li>- Asthma Action Plan</li> <li>- Student Action Plan, Student Health Support Plan, or Student Safety Plan</li> </ul>	<ul style="list-style-type: none"> <li>- Asthma Action Plan</li> </ul>
Attention Deficit Hyperactivity Disorder (ADHD)	<ul style="list-style-type: none"> <li>- Diagnostic report</li> <li>- Medication Authority form (where required at school)</li> <li>- Student Action Plan, Student Health Support Plan, or Student Safety Plan (where required)</li> </ul>	<ul style="list-style-type: none"> <li>- Diagnostic report</li> <li>- Medication Authority form (where required at school)</li> </ul>
Cancer	<ul style="list-style-type: none"> <li>- Medical Management Plan - Cancer</li> <li>- Student Action Plan, Student Health Support Plan, or Student Safety Plan</li> <li>- Medication Authority form (where required at school)</li> </ul>	<ul style="list-style-type: none"> <li>- Medical Management Plan - Cancer</li> <li>- Medication Authority form (where ongoing use is required at school)</li> </ul>
Continence	<ul style="list-style-type: none"> <li>- Continence Care Plan</li> <li>- Toileting, Hygiene, (and Menstrual) Medical Management Plan</li> <li>- Toileting, Hygiene, (and Menstrual) Learning Plan</li> <li>- Student Action Plan, Student Health Support Plan, or Student Safety Plan</li> </ul>	<ul style="list-style-type: none"> <li>- Continence Care Plan</li> <li>- Toileting, Hygiene, (and Menstrual) Care Plan</li> </ul>
Cystic Fibrosis	<ul style="list-style-type: none"> <li>- Medical Management Plan - Cystic Fibrosis</li> <li>- Student Action Plan, Student Health Support Plan, or Student Safety Plan</li> <li>- Medication Authority form (where required at school)</li> </ul>	<ul style="list-style-type: none"> <li>- Medical Management Plan - Cystic Fibrosis</li> <li>- Medication Authority form (where ongoing use is required at school)</li> </ul>
Diabetes	<ul style="list-style-type: none"> <li>- Diabetes Management and Action Plan</li> <li>- Student Action Plan, Student Health Support Plan, or Student Safety Plan</li> </ul>	<ul style="list-style-type: none"> <li>- Diabetes Management Action Plan</li> </ul>
Epilepsy	<ul style="list-style-type: none"> <li>- Epilepsy Management Plan</li> <li>- Emergency Medication Management Plan (EMMP)</li> <li>- Student Action Plan, Student Health Support Plan, or Student Safety Plan</li> </ul>	<ul style="list-style-type: none"> <li>- Epilepsy Management Plan</li> <li>- Emergency Medication Management Plan (EMMP) (if required)</li> </ul>
Eating and drinking care	<ul style="list-style-type: none"> <li>- Medical Management Plan - Eating and Drinking</li> </ul>	<ul style="list-style-type: none"> <li>- Medical Management Plan - Eating and Drinking</li> </ul>

	- Student Action Plan, Student Health Support Plan, or Student Safety Plan	
Transfer and positioning support	- Medical Management Plan - Transfer and Positioning - Student Action Plan, Student Health Support Plan, or Student Safety Plan	- Medical Management Plan - Transfer and Positioning
Complex Care/ More than one condition	- Relevant Medical Management Plan - Student Action Plan, Student Health Support Plan, or Student Safety Plan - Medication Authority form (where required at school)	- Relevant Medical Management Form - Medication Authority form (where ongoing use is required at school)
Other conditions	- General or Condition Specific Medical Management Form (as indicated by the condition) - Student Action Plan, Student Health Support Plan, or Student Safety Plan - Medication Authority form (where required at school)	- Medical Management Form - Medication Authority form (where ongoing use is required at school)

## POLICY INFORMATION

<b>Responsible director</b>	AP - Savio and Bosco Campuses
<b>Policy owner</b>	College Executive
<b>Approving authority</b>	College Executive
<b>Assigned Board Committee</b>	-
<b>Committee Approval Date</b>	-
<b>Executive Approval date</b>	05/05/2026
<b>Next Executive Review date</b>	05/05/2028
<b>Publication</b>	Schoolbox; Website
<b>POLICY DATABASE INFORMATION</b>	
<b>Assigned framework</b>	MS4-Student_Care; CA4-Student Care, Safety & Welfare
<b>Superseded versions</b>	2026 v1.0