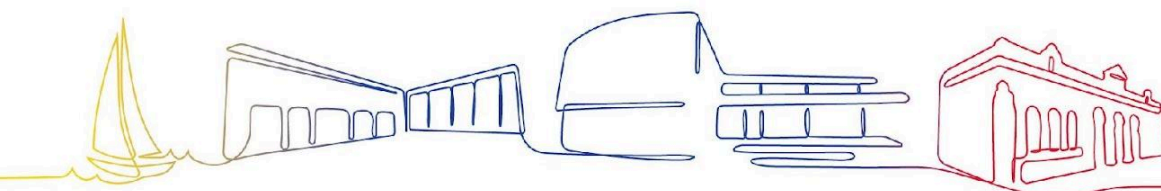




WILLIAMSTOWN  
HIGH SCHOOL

# Health Care Needs Policy

Review cycle	3 - 4 years
Department of Education DE requirement for local policy	Mandatory
Source of requirement	Minimum Standards
Consultation requirement	N/A
Approval requirements	Principal
Developed/Approved	26/11/2025
Due for review	26/11/2028



HOLD FAST

# Health Care Needs Policy

## 1. Purpose

To ensure that Williamstown High School provides appropriate support to students with health care needs.

## 2. Objective

To explain to Williamstown High School parents, carers, staff and students the processes and procedures in place to support students with health care needs at school.

## 3. Scope

This policy applies to:

- all staff, including casual relief staff and volunteers
- all students who have been diagnosed with a health care need that may require support, monitoring or medication at school.

## 4. Policy

This policy should be read with Williamstown High School's First Aid, Administration of Medication, Anaphylaxis and Asthma policies.

### **Student health support planning**

In order to provide appropriate support to students at Williamstown High School who may need medical care or assistance, a Student Health Support Plan will be prepared by the School Nurse in consultation with the student, their parents, carers and treating medical practitioners.

Student Health Support plans help our school to assist students with:

- routine health care support needs, such as supervision or provision of medication
- personal care support needs, such as assistance with personal hygiene, continence care, eating and drinking, transfers and positioning, and use of health-related equipment
- emergency care needs, such as predictable emergency first aid associated with asthma, seizure or diabetes management.

Students with complex medical care needs, for example, tracheostomy care, seizure management or tube feeding, must have a Student Health Support Plan which provides for appropriate staff to undertake specific training to meet the student's particular needs.

At enrolment or when a health care need is identified, parents/carers should provide accurate information about the student's condition or health care needs, ideally documented by the student's treating medical/health care practitioner on a Medical Advice Form (or relevant equivalent).

Williamstown High School may invite parents and carers to attend a Student Support Group meeting to discuss the contents of a student's Health Support Plan and assistance that the student may need at school or during school activities.

Where necessary, Williamstown High School may also request consent from parents and carers to consult with a student's medical practitioners, to assist in preparing the plan and ensure that appropriate staff understand the student's needs. Consultation with the student's medical practitioner will not occur without parent/carer consent unless required or authorised by law.

# Health Care Needs Policy

Student Health Support Plans will be reviewed:

- when updated information is received from the student's medical practitioner
- when the school, student or parents and carers have concerns with the support being provided to the student
- if there are changes to the support being provided to the student, or
- on an annual basis.

If a student has been cleared of a previously documented health care need, the school will require the following:

- parent/carer to provide written consent for withdrawal of plans; and
- parent/carer to provide written medical or health advice from the treating practitioner – this may include any direct email or communication from the student's treating health practitioner to the school.

Obtaining written medical advice may take more time for parents or carers to provide, for instance where families have changed GPs, or have difficulty getting an appointment. In this situation, the school will:

- prioritise medical advice if withdrawal leads to significant changes to staff care, supports, or medication. This includes requests to deviate or withdraw from the school's first aid procedures,
- with parent/carer consent, seek further information and advice from the student's treating practitioner or via the Child Information Sharing Scheme, if there is a concern about the wellbeing of the student due to the proposed withdrawal of plan.

Where the retirement of an action or management plan has minimal or no change on the student's care at school (for example, a student with an Asthma Action Plan who is well, not on medication, and does not experience triggers or exacerbation, will still be covered under your school's local First Aid and Asthma policies, including school-wide staff training and standard asthma first aid), the school will request approval from the Department's Health Advice Unit to retire the plan without written approval from the student's treating practitioner.

## Management of confidential medical information

Confidential medical information provided to Williamstown High School to support a student will be:

- recorded on the student's file
- shared with all relevant staff so that they are able to properly support students diagnosed with medical conditions and respond appropriately if necessary.

## 5. Communication

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes and staff training
- Available publicly on our school's website
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

## 6. Definitions and References

- The Department's Policy and Advisory Library:
  - [Health Care Needs](#)
  - [Health Support Planning Forms](#)
  - [Complex Medical Care Supports](#)
  - [Child and Family Violence Information Sharing Schemes](#)
  - [Privacy and Information Sharing](#)
- Williamstown High School Policies:
  - Administration of Medication
  - Anaphylaxis
  - Asthma
  - First Aid