

Medical Management Communication Plan



How staff members and volunteers are informed about students with medical needs

Staff Members and volunteers

Prior to a child with a diagnosed health care need, allergy or relevant medical condition commencing at St Peter's a Medical Management Plan authorised by the treating medical / health practitioner is required so that the school can enact appropriate care. St Peter's 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 school newsletter, Program Support Group Meetings, Parent Teacher Meetings/Year level briefings, camps and excursion notifications.

Policies and Procedures

St Peter's 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
St Peter's Medical Management Policy	Medical Management Policy	Claire Toner Daniela Torcaso	All staff, CRT's, volunteers, students with a diagnosed healthcare need, parents and guardians of a student with a diagnosed healthcare need.	July 1 st 2022
Administration of medication procedures	Administration of medication procedures	Claire Toner Daniela Torcaso	All staff, CRT's, volunteers, students who require the administration of medication, parents and guardians of a student who require the administration of medication.	July 1 st 2022
St Peter's First Aid Procedures	St Peter's First Aid Procedures	Claire Toner Daniela Torcaso	All Staff, CRT's, contractors whilst performing duties on behalf of the school.	June 2021
St Peter's Anaphylaxis Policy	St Peter's Anaphylaxis Policy	Claire Toner Daniela Torcaso	all staff, including casual relief staff and volunteers all students who have been diagnosed as at risk of anaphylaxis or who may require emergency treatment for anaphylactic reaction parents, guardians and/or carers of students who have been diagnosed as at risk of anaphylaxis or	

			who may require emergency treatment for anaphylactic reaction.	
Anaphylaxis Risk Management Checklist	Anaphylaxis Risk Management Checklist Offsite Activities	Claire Toner Daniela Torcaso	Staff members preparing the Camp Risk Assessment.	June 2021
Student Medical Management Plans. This document outlines the required care for students. (Anaphylaxis, Asthma, Epilepsy & other diagnosed medical conditions)	Refer to individual student Medical Management Plans in classroom red folder Medical Management Plan Template	Claire Toner Daniela Torcaso	All staff, CRT's, volunteers, students with a diagnosed healthcare need, parents and guardians of a student with a diagnosed healthcare need. Parents to provide updated Medical Management Plan annually.	
Anaphylaxis Management Plan	Refer to individual student Anaphylaxis Management Plans in classroom red folder Anaphylaxis Management Plan Template	Claire Toner Daniela Torcaso	All staff, CRT's, volunteers, students with a diagnosed healthcare need, parents and guardians of a student with a diagnosed healthcare need. School to meet with parents annually or when student medical needs change.	
Student Health Support Plans. This document is a personalized plan that outlines how the school will support the student's health care needs based on the Medical Management Plan.	Refer to individual student Health Support Plans in classroom red folder. Student Health Support Plan Template	Claire Toner Daniela Torcaso	All staff, CRT's, volunteers, students with a diagnosed healthcare need, parents and guardians of a student with a diagnosed healthcare need. School to meet with parents annually or when student medical needs change.	July 1 st 2022



Communication protocols

Staff, volunteers and parents are informed about school 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?
<p>Parents are informed of how they can communicate medical needs and any changes to the health care needs of their child.</p>	<p>Newsletter, weekly</p>	<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 will advise families how they can inform the school about changes in medical conditions and administration of medication.</p> <p>All parents of children will be asked to update advice related to any health care needs prior to all excursions and camps.</p> <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 school with any updates/ changes to their child's health care needs</p>
<p>All school staff and volunteers are provided with information about the requirements for managing student health care needs</p>	<p>Upon induction</p> <p>Staff inductions – annually</p> <p>Twice yearly Staff briefings for Anaphylaxis</p> <p>As stipulated by MACS policy documentation</p>	<p>School staff and volunteers are provided with information as part of the induction into the school, on the Medical Management Policy and Administration of Medication Procedures – including 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 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 children's health care information for the purpose of the health, safety and wellbeing of the child • Protocols for contacting an additional First Aid Officer
<p>All relevant school staff are provided with training about the requirements for managing student health care needs</p>	<p>Upon induction</p> <p>Staff inductions – annually</p> <p>Twice yearly Staff briefings for Anaphylaxis</p> <p>As stipulated by MACS policy documentation</p>	<p>First Aid officers at St Peter's have current first aid certification</p> <p>All school staff have certification in the management of anaphylaxis</p> <p>All school staff and volunteers are provided with a six-monthly anaphylaxis briefing</p> <p>All school staff participate in annual CPR training</p> <p>All school staff participate in diabetes management, asthma management,</p> <p>Relevant school staff are provided with specialised training if required to implement the medical management plan.</p>



What will be communicated?	Date/Frequency e.g. termly, annually etc	How will this communication occur? / What is the process?
	First Aid training per current legislation requirements	
Casual Replacement Teachers and Emergency Teachers are informed of Medical Management Policy and Administration of Medication Procedures	Upon induction Red folder in each learning space outlines individual student medical needs.	All casual replacement teachers, specialist teachers, and emergency teachers and relevant volunteers are provided with: <ul style="list-style-type: none"> information as part of the induction into the school, in the staff induction manual Information pertinent to their engagement or role and students that they will supervise

Further information

Refer to St Peter’s Primary School policies and procedures:

[Medical Management Policy](#)

[Administration of medication procedures](#)

[St Peter's First Aid Procedures](#)

[Medication Authority Form](#)

[Medical Management Plan Template](#)

[Anaphylaxis Management Plan Template](#)

[Student Health Support Plan Template](#)

