



# St Peter's Primary School Medical Management Communication Plan



## 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 need, personalized 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 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 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 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	<a href="#">Policy link</a> Website	Principal, Deputy Principal, Compliance Officer	All staff, CRT's, volunteers, students with a diagnosed healthcare need, parents and guardians of a student with a diagnosed healthcare need.	25/10/2023
Administration of Medication Policy	<a href="#">Policy link</a> Website	Principal, Deputy Principal, Compliance Officer	All staff, CRT's, volunteers, students with a diagnosed healthcare need, parents and guardians of a student who require the administration of medication	25/10/2023
First Aid Procedures	<a href="#">Policy Link</a> Website	Principal, Deputy Principal, Compliance Officer	All staff, CRT's contractors whilst performing duties on behalf of the school.	25/10/2023
St Peter's First Aid Policy	<a href="#">Policy Link</a> Website	Principal, Deputy Principal, Compliance Officer		
Anaphylaxis Policy & Procedures	<a href="#">Policy Link</a> Website	Principal, Deputy Principal, Compliance Officer	All staff, CRT's and volunteers. All students who may have been diagnosed as at risk of	19/12/2023

			<p>anaphylaxis or who may require emergency treatment for anaphylactic reaction.</p> <p>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.</p>	
Anaphylaxis Risk Management Checklist offsite activities	<a href="#">Checklist link</a>	Principal, Deputy Principal, Compliance Officer	Staff members preparing the Camp Risk Assessment	25/10/2023
Student Medical Management Plans	Refer to individual student Medical Management Plans – First Aid room	Principal, Deputy Principal, Compliance Officer	All staff, CRT's, volunteers, students with a diagnosed healthcare need, parents and guardians of a student with a diagnosed healthcare need.	As required
Student Medical Summary Chart	Classroom red folders  First Aid  Staff planning rooms	Compliance Officer	All staff, CRT's, volunteers.	As required
Anaphylaxis Management Plan	Refer to individual student plan in First Aid.  <a href="#">Anaphylaxis Management Plan Template</a>	Principal, Deputy Principal, Compliance Officer Teaching staff	All staff, CRT's, 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.	25/10/2023
Student Health Support Plans	Refer to individual plans in First Aid  <a href="#">Student Health Support Plan Template</a>	Principal, Deputy Principal, Compliance Officer Teaching staff	All staff, CRT's, 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.	25/10/2023
Emergency Response to Anaphylactic Reactions	<a href="#">Link to Emergency Response Procedure</a>	Principal, Deputy Principal, Compliance Officer	All staff, students, CRT's, Volunteers, Parents / Carers.	25/10/2023
Anaphylaxis Risk Minimisation Strategies for schools	<a href="#">Link to strategies</a>	Principal, Deputy Principal, Compliance Officer	All staff, students, CRT's, Volunteers	25/10/2023
Medical Authority Form	<a href="#">Link to form</a>	Compliance Officer	All staff, CRT's, parents / carers of students who require to medication to be administered at school	25/10/2023

## 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>Upon enrolment</p> <p>Termly</p> <p>When medical needs arise/change</p> <p>Annually or when medical needs arise / change</p>	<p>Parents are provided with information at enrolment and via 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 school newsletter each term advising parents of our medical management policies and procedures and links to the relevant policies.</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> <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, 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 school 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>At the start of each year.</p> <p>Bi annual briefings or as required</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 Policy – including in the staff handbook, 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"> <li>• where the Medical Management Plans, Student Health Plans and medication are located</li> <li>• protocols for the use of children's health care information for the purpose of the health, safety and wellbeing of the child</li> <li>• staff trained in specialized procedures</li> <li>• protocols for contacting an additional First Aid Officer.</li> </ul>
<p>All relevant school staff are provided with training about the requirements for managing</p>	<p>Annual training</p>	<p>First Aid Officers at St Peter's have current first aid certification.</p>

What will be communicated?	Date/Frequency e.g. termly, annually etc	How will this communication occur? / What is the process?
student health care needs		<p>Principal to ensure appropriate number of school staff are currently certified in the Management of anaphylaxis and administration of auto-injectors.</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 annual asthma management training.</p> <p>Relevant school staff are provided with specialised training if required to implement the medical management plan, health support and/or personalized care plan.</p>
Casual Replacement Teachers and Emergency Teachers are informed of Medical Management Policy and Administration of Medication Policy	Upon induction	<p>All casual replacement teachers, specialist teachers, and emergency teachers and relevant volunteers are provided with:</p> <ul style="list-style-type: none"> <li>• information as part of the induction into the school, in the staff induction manual</li> <li>• information pertinent to their engagement or role and students that they will supervise.</li> </ul>

## Further information

Refer to:

Administration of Medication Policy  
 Medical Authority Form  
 Anaphylaxis Policy  
 Off-site Risk Management Checklist  
 Emergency Response to Anaphylactic Reactions  
 Anaphylaxis Risk Minimisation Strategies  
 Individual Anaphylaxis Management Plans  
 Student Health Support Plan  
 Medical Management Policy

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