

Student Health in NSW Public
Schools

Individual Health Care Planning

Reviewed: 18/11/2020 Next Review: August 2021

NSW Department of Education Policy, Procedure or Guidelines	The following department policies and relevant documents can be accessed from the department's website ; <ul style="list-style-type: none"> • Student Health in NSW Public Schools: A summary and consolidation of policy PD/2004/0034/V01 • Individual Health Care Planning
School Policy or Procedure (where applicable)	<ul style="list-style-type: none"> • Administration of Medication procedure • First Aid procedures • First Aid Emergency Management Plan
Other Relevant Legislation and Regulation/s	

Introduction

All students are entitled to participate in education regardless of their health support needs. While a student's health support rests primarily with the parent, school staff have a duty to keep students safe while they are at school or are involved in school activities.

Schools are expected to consult with parents about their child's health.

When students need help with health issues at school, parents may need to consult with their medical practitioner about the implications of the child's health condition for their schooling and any actions that need to occur during the school day. Parents need to convey relevant information from the medical practitioner to the principal in writing.

Schools undertake collaborative individual health care planning to determine the best way for the individual health support needs to be met. This may require the principal to seek additional support from the department so that appropriate arrangements can be made for the student's participation at school.

General Principles

An individual health care plan formalises the support for students with complex health care needs. Information from the student's medical practitioner, provided by parents, will inform the collaborative planning process.

Individual health care plans should include [the individual health care plan cover sheet \(DOCX 66.96KB\)](#) and clear details for the following where relevant:

- an emergency care/response plan
- a statement of the responsibilities of those involved in the student's support
- a schedule for the administration of prescribed medication as provided by the treating medical practitioner
- a schedule for the administration of health care procedures as provided by the treating medical practitioner
- an authorisation to contact the medical practitioner
- other relevant documents.

An individual health care plan must be developed for:

- severe asthma,
- type 1 diabetes,
- epilepsy and anaphylaxis
- any student who is diagnosed as having a condition that may require an emergency response
- any student who requires the administration of health care procedures

Responsibilities

School leaders will:

The principal is responsible for assessing, in consultation with appropriate school staff, the parent and the medical practitioner, how the school will meet the health care needs of the student.

The principal will arrange a meeting with the parent and appropriate school staff to discuss the management of the student's health care needs. Health Care Plans will be reviewed annually during Personalised Learning and Support Meetings.

- Principal provides a letter to parents incorporating a [request form \(DOCX 74.32KB\)](#)
- Principal considers the request contained in the completed form.
- Principal consults with staff.
- Principal determines whether the request can be met by procedures already in place at the school.
- Principal considers any request from the parents that their child be allowed to self-administer medication and determines whether he or she supports this request.

Staff members will:

- review Health Care Plans with parents/carers annually during Personalised Learning Planning meetings.
- inform administration staff if parents/carers have notified them of changes to their child's health care needs.
- update plans stored in the classroom and communicate changes to other staff.

Parents/carers, will:

- advises the school that a child has a medical condition.
- complete a form on the basis of information provided by the child's medical practitioner.
- provide [prescribed medication](#) or other consumables as agreed before the health care plan commences.

Record Keeping

The Department of Education original Individual Health Care Plan signed by the parent is stored in the student drop file. It is uploaded by Administrative staff to EBS.

Health Care plans are created within Sentral – Wellbeing – Plans in consultation with the parent/carer during annual Personalised Planning Meetings. The plan is printed, signed by the parent/carer and a copy is given to the parent/carer and stored in the student drop file.

If the parent notifies the school of changes to their child's health the plans on Sentral are reviewed and if necessary modified. The plan is then printed and signed by the parent. One copy is given to the parent/carer and another copy is stored in the student drop file.

Health Care plans, including Emergency Response plans, Personal Care plans are stored in each learning space in a designated place, that is consistent across the school.

- Health Care Plans – Blue folder
- Emergency Response Plans – Red folder
- Personal Care Plans – Yellow folder

At the end of each school year all Health Care Plans are downloaded as a PDF file and a copy is stored on the school server in Year- Health Care Plans.