

# 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 child with a diagnosed health care need, allergy or relevant medical condition commencing at either campus of St Francis Catholic College a Medical Management Plan authorised by the treating medical / health practitioner is required so that the school can enact appropriate care. St Francis Catholic College 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 as relevant to the campus, the individual student and their medical or health needs.

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 Francis Catholic College 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
Medical Management Policy	<ul style="list-style-type: none"><li>CRC website (<a href="https://www.crcmelton.com.au/our-story/policies">https://www.crcmelton.com.au/our-story/policies</a>)</li><li>Knowledge Banks/Policies</li></ul>	First Aid Officer	<ul style="list-style-type: none"><li>Student</li><li>Staff</li></ul>	June 2022
Administration of medication procedures	<ul style="list-style-type: none"><li>CRC website (<a href="https://www.crcmelton.com.au/our-story/policies">https://www.crcmelton.com.au/our-story/policies</a>)</li><li>Knowledge Banks/Policies</li></ul>	First Aid Officer	<ul style="list-style-type: none"><li>Student</li><li>Parents/Guardians / Carers</li><li>Staff and volunteers</li></ul>	June 2022

Medical Management Plan	<ul style="list-style-type: none"> <li>• Knowledge Banks/Policies</li> </ul>	First Aid Officer	<ul style="list-style-type: none"> <li>• Student</li> <li>• Staff</li> </ul>	June 2022
Student Health Support Plan	<ul style="list-style-type: none"> <li>• Knowledge Banks/Policies</li> </ul>	First Aid Officer	<ul style="list-style-type: none"> <li>• Student</li> <li>• Parents/Guardians /Carers</li> <li>• Staff</li> </ul>	June 2022
Medication Authority Form	<ul style="list-style-type: none"> <li>• CRC website (<a href="https://www.crcmelton.com.au/our-story/policies">https://www.crcmelton.com.au/our-story/policies</a>)</li> <li>• Knowledge Banks/Policies</li> </ul>	First Aid Officer	<ul style="list-style-type: none"> <li>• Student</li> <li>• Parents/Guardians / Carers</li> <li>• Staff</li> </ul>	June 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?
Parents are informed of how they can communicate medical needs and any changes to the health care needs of their child.		<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>The Parent Handbook on the college website informs parents the requirement to use the parent portal, Parent Access Module (PAM) to update their child's medical details and conditions.</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>
All school staff at each campus and volunteers are provided with information about the requirements for managing student health care needs		<p>School staff at each campus 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</p>



What will be communicated?	Date/Frequency e.g. termly, annually etc	How will this communication occur? / What is the process?
		<p>management, updated risk mitigation plans or 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 student’s health care information for the purpose of the health, safety and wellbeing of the child</li> <li>• Protocols for contacting an additional First Aid Officer</li> </ul>
<p>All relevant school staff at each campus are provided with training about the requirements for managing student health care needs</p>		<p>First Aid Officers at the St Francis Catholic College have current first aid certification.</p> <p>All teaching staff have certification in the management of anaphylaxis</p> <p>All school staff and volunteers at each campus are provided with a six-monthly anaphylaxis briefing</p> <p>All St Francis Catholic College staff participate in annual CPR training</p> <p>All St Francis Catholic College 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>
<p>Casual Replacement Teachers and Emergency Teachers are informed of Medical Management Policy and Administration of Medication Procedures</p>		<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:

Medical Management Policy v1.0-2022

Administration of medication procedures v1.0-2022

Medical Management Plan v1.0-2022

Student Health Support Plan v1.0-2022

Medication Authority Form v2.0-2022

