



VIC-EDU-F-062 Medical Management Communication Plan

1. Purpose

The purpose of this Plan is to outline the processes for ensuring MacKillop Education school staff, Casual Relief Teachers (CRTs), volunteers as appropriate, and guardians are informed about the medical management and first aid policies and procedures. The Plan also outlines how guardians inform MacKillop Education of their child with a diagnosed health care need, personalised care need, complex care need, mobility need or relevant medical condition requiring support at school.

2. Medical Management and First Aid policies and procedures

MacKillop Education school staff, CRTs and volunteers as appropriate, and guardians are required to be familiar with the following medical management and first aid policies and procedures:

- VIC-EDU-P-061 Medical Management Policy
- VIC-EDU-P-008 Anaphylaxis Management Policy
- VIC-EDU-P-062 Anaphylaxis Management Procedure
- VIC-EDU-F-053 Anaphylaxis Communication Plan
- VIC-EDU-P-014 First Aid Policy
- VIC-EDU-P-042 Head Injury Procedure
- VIC-EDU-P-063 Administration of Medication Procedure

3. Communication protocols

All guardians are:

- Informed of the MacKillop Education medical management and first aid policies and procedures at enrolment. The policies and procedures are also available on the MacKillop Education website.
- Advised of any updates to these policies and procedures by email and/or via the school newsletter.
- Asked to provide information regarding their child's diagnosed health care need, personalised care need, complex care need, mobility need or relevant medical condition requiring support at school on the enrolment form.
 - Guardians may be asked to complete further documentation, such as *Medical Management Plans*, *Medication Authority Forms* etc, to support the care of their child.
- Provided with regular reminders of the requirement to provide the school with any updates/changes to their child's health care needs, support needs or medication requirements:
 - At the beginning of the school year
 - At Student Support Group meetings
 - Prior to excursions and camps.

Guardians of children with a diagnosed health care need, personalised care need, complex care need, mobility need or relevant medical condition requiring support at school will be consulted by the

school to assist with the development of the *Student's Health Support Plan*, *Individual Anaphylaxis Management Plan* and/or *Behaviour Support Plan* as required.

Guardians will also be asked to review these plans annually or following any incident or updates/changes to their child's health care needs, support needs or medication requirements.

Administration of medication

Guardians will be asked to consider whether they can administer medication to their child outside of the school day, such as before and after school and before bed. If medication is required to be administered at school, guardians will be provided with a copy of the Administration of Medication Procedure and the Medication Authority Form.

The administration of medication will be discussed at a meeting between the guardians and the Principal or delegate and where appropriate the student.

All school staff are:

- Informed of the MacKillop Education medical management and first aid policies and procedures as part of their induction. This includes information such as:
 - procedures for the administration of student medication
 - location of First Aid Kits, First Aid Room, adrenaline autoinjectors, and the automatic external defibrillator
 - protocols for the use of students' health care information for the purpose of the health, safety and wellbeing of the child
 - protocols for responding to an injury/illness.
- Provided with information regarding students' individual health care needs, support needs or medication requirements and the location of supporting documentation, as appropriate to their role
- Provided with training as outlined in the *VIC-EDU-P-008 Anaphylaxis Management Policy* and the *VIC-EDU-P-014 First Aid Policy*.
- Provided with briefings at staff meetings to update staff on changes in policies, processes for review of medical management, updated risk mitigation plans or management of newly diagnosed or changes to students' health care needs, support needs or medication requirements.

School staff can access policies and procedures from the Staff Information Hub and the MacKillop Education website.

All CRTs, and volunteers working with directly with children, are:

- Informed of the MacKillop Education medical management and first aid policies and procedures as part of their induction. The policies and procedures can be accessed from the MacKillop Education website.
- Informed of the location of First Aid kits, First Aid Room, adrenaline autoinjectors, and the automatic external defibrillators
- Provided with information regarding students' individual health care needs, support needs or medication requirements and the location of supporting documentation as appropriate to their role and the students that they will supervise.
- May be provided with first aid/medical management training as relevant to their role and the students that they will supervise.

CRTs and volunteers will not usually be expected to administer medication to students that they supervise. If this is required, they will be briefed by the First Aid Officer or a member of the Local Leadership Team.

4. Approval and Review Details

This communication plan will be available to the school community on the MacKillop Education website. It will be communicated to guardians on enrolment and to school staff, casual relief teachers and volunteers as part of their induction.

Approval and Review	Details
Approval Authority	Group Director, The MacKillop Institute and MacKillop Education
Approval Date	14 February 2024
Recommended to Approval Authority by	MacKillop Education Leadership Team
Next Review Date	1 March 2025
Version	1