

St Mary's College

Medical Management Communication Plan



MELBOURNE
ARCHDIOCESE
CATHOLIC SCHOOLS



St Mary's College
Seymour

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 St Mary's College a Medical Management Plan authorised by the treating medical / health practitioner is required so that the College can enact appropriate care. St Mary's 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.

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 College newsletter, Program Support Group Meetings, Parent Teacher Meetings/Year level briefings, camps and excursion notifications.

Policies and Procedures

St Mary's 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	College Website SIMON: Knowledge bank	MACS and College Nurse to maintain, update and facilitate	Parents/Carers College Nurse Teaching staff Learning Support staff Executive College staff Wellbeing Staff Learning Diversity Leader Volunteers Students	July 2023
Medical Management Plan Quick Guide and Flowchart	SIMON: Knowledge bank	MACS and College Nurse to maintain, update and facilitate	College Nurse Principal Executive College staff Learning Diversity Leader Wellbeing Staff	July 2023

Medical Management Plan Generic template and/or Specific Conditions Action Plans	College Website SIMON: Knowledge bank	Completed by Medical Practitioner, Health Professionals and Parents/Carers	Students College Nurse Learning Diversity Leader Home Room Teacher Applicable Teaching and LSO staff Parents/Carers Relevant Community Health Professionals	July 2023
Student Health Support Plan Template and Guidelines	College Website SIMON: Knowledge bank	Completed and maintained by College Nurse Learning Diversity Leader	Students College Nurse Learning Diversity Leader Home Room Teacher Applicable Teaching and LSO staff Parents/Carers Relevant Community Health Professionals	July 2023
Medical Management Communication Plan	College Website SIMON: Knowledge bank	MACS and College Nurse to maintain, update and facilitate	Parents/Carers College Nurse Teaching staff Learning Support staff Executive College staff Wellbeing Staff Learning Diversity Leader Volunteers Students Relevant Community Health Professionals	July 2023
Administration of Medication to Students	College Website SIMON: Knowledge bank	MACS and College Nurse to maintain, update and facilitate	Students Parents/Carers College Nurse First Aid office staff Applicable Teaching and LSO staff Learning Support staff Wellbeing Staff	July 2023
Medication Authority Form	College Website SIMON: Knowledge bank	Completed by Medical Practitioner, Pharmacist or Nurse Practitioner and Parent/Carer	Students College Nurse First Aid Office Staff	July 2023
Consent for Sharing	College Website SIMON: Knowledge bank	Completed by Parents, Health and College Professionals	Parents/Carers College Nurse Teaching staff Learning Support staff Executive College staff Wellbeing Staff Learning Diversity Leader	July 2023
First Aid Policy, Guidelines and Procedure	College Website SIMON: Knowledge bank	MACS and College Nurse to maintain, update and facilitate	Parents/Carers College Nurse Teaching staff Learning Support staff Executive College staff Wellbeing Staff Learning Diversity Leader	July 2023



			Volunteers Students	
First Aid Risk Assessment	SIMON: Knowledge bank	College Nurse Principal	Students College Nurse Wellbeing Staff Applicable Teaching and LSO staff	July 23
First Aid Locations College Map	SIMON: Knowledge bank	College Nurse Business and Compliance Manager	All College Staff	July 23
St Mary's College First Aid Training Register	SIMON: Knowledge bank	College Nurse/Principal	All College staff	July 23
Emergency First Aid contacts	SIMON: Knowledge bank	College Nurse/Principal	All College staff	July 23
Health Centre Pass	SIMON: Knowledge bank	College Nurse	All College staff Students	July 23
Anaphylaxis Policy	College Website SIMON: Knowledge bank	MACS and College Nurse to maintain, update and facilitate	Parents/Carers College Nurse Teaching staff Learning Support staff Executive College staff Wellbeing Staff Learning Diversity Leader Volunteers Students	July 23
ASCIA Action Plan	College Website SIMON: Knowledge bank	Completed by Medical Practitioner, Pharmacist or Nurse Practitioner and Parent/Carer	Students College Nurse Learning Diversity Leader Home Room Teacher Applicable Teaching and LSO staff Parents/Carers Relevant Community Health Professionals	July 23
Anaphylaxis Annual Checklist	SIMON: Knowledge bank	College Nurse Principal	Students College Nurse Wellbeing Staff Applicable Teaching and LSO staff	July 23
Anaphylaxis Risk Management Checklist for Offsite Activities	SIMON: Knowledge bank	College Nurse Principal Applicable Teaching Staff	Students College Nurse Wellbeing Staff Applicable Teaching and LSO staff	July 23
Emergency Response for Anaphylactic Reaction	SIMON: Knowledge bank	College Nurse, Principal and Business and Compliance Manager OH and S Staff	College Nurse Teaching staff Learning Support staff Executive College staff Wellbeing Staff Learning Diversity Leader Volunteers	July 23



			Students	
Individual Anaphylaxis Management Plan.	College Website SIMON: Knowledge bank	College Nurse/Principal	College Nurse Teaching staff Learning Support staff Executive College staff Wellbeing Staff Learning Diversity Leader Volunteers Students	July 23
Risk Minimisation Strategies for School	College Website SIMON: Knowledge bank	College Nurse, Principal and Business and Compliance Manager OH and S Staff	College Nurse Teaching staff Learning Support staff Executive College staff Wellbeing Staff Learning Diversity Leader Volunteers Students	July 23

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.	Initial	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.
	Initially, ongoing and as needed.	Parents initiate their child's Medical Profile in SIMON on enrolment, and it can be updated and maintained by them and College Nurse as changes occur ongoing.
	Each term	A notice placed in the school newsletter each term advising modes of communication with the College about medical conditions and the administration of medication.
	Each event	All parents of children will be asked to update advice related to any health care needs prior to all excursions and camps.
	PSG Meetings, a minimum of biannually and at the request of parent, student, College staff and, treating Health professionals.	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.
	At time of the Health Centre visit or incident.	Parents will receive a phone call from the College Nurse if their children have sustained serious injuries, significant head injuries and / or an illness that requires follow up and / or further attention at home.
	Annually	Parents to provide updated / reviewed Medical Management Plan.



What will be communicated?	Date/Frequency e.g. termly, annually etc	How will this communication occur? / What is the process?
	<p>College opening hours</p> <p>Each review</p>	<p>Parents can communicate with College Nurse via Ext 562 or nurse@smseymour.catholic.edu.au</p> <p>Parents / Carers are provided with a current copy of the Student Health Support Plan: Student's contributions are welcomed and included in the initiation and regular review of the SHSP.</p>
<p>All College staff and volunteers are provided with information about the requirements for managing student health care needs</p>	<p>Induction</p> <p>Immediate</p> <p>As per MACS updated and / or every three years</p> <p>As required and annually</p> <p>As required and annually / biannually</p>	<p>College staff and volunteers are provided with information as part of the induction into the College, 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>Access to SIMON with student's medical alerts and medical information as required.</p> <p>A hard copy of applicable student's Medical Management Plan and Student Health Support Plans are available in the classroom.</p> <p>For life threatening conditions such as anaphylaxis, hard copies of at-risk student's plans will be posted in staff areas and placed in a folder in student areas, attached to yard duty bags and on fixed and mobile first aid kits.</p> <p>College Nurse and applicable staff will review the Medical Management Policy and associated documents, updated risk mitigation plans and newly diagnosed conditions.</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 • Additional resources and information on student's health conditions. <p>Student Health Support Plans to be reviewed / updated as needed during Program Support or additional meetings.</p>
<p>All relevant College staff are provided with training about the requirements for managing student health care needs</p>	<p>Every three years</p> <p>Every three years</p> <p>Every six months</p>	<p>First Aid Officers at St Mary's College have current first aid certification.</p> <p>All College staff have certification in the management of anaphylaxis.</p> <p>All College staff and volunteers are provided with a six-monthly anaphylaxis briefing.</p>



What will be communicated?	Date/Frequency e.g. termly, annually etc	How will this communication occur? / What is the process?
	Annually As required and updated annually	All College staff participate in annual CPR training. All College staff participate in diabetes management and asthma management. Relevant College staff are provided with specialised training if required to implement the medical management plan.
Casual Replacement Teachers and Emergency Teachers are informed of Medical Management Policy and Administration of Medication Procedures	Induction Immediate	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 • Access to SIMON and student's medical alters and medical information. A hard copy of applicable student's Medical Management Plans and Student Health Support Plans are available in the classroom. • For life threatening conditions such as anaphylaxis, hard copies or at risk student's plans will be posted in staff areas and placed in a folder in student areas, attached to yard duty bags and all fixed and mobile first aid kits.
How to contact the College Nurse to attend to a student's regular health needs, when a student is ill or in the event of an emergency.	Immediate	College emergency mobile number posted in all classrooms. College Nurse will attend the emergency. Paper copies of a Health Centre pass are available in all classrooms. Students are sent to the health Centre with an initiated pass to be completed by the College Nurse in SIMON.

Further information

Refer to:

Medical Management Policy
Medical Management Policy Flowchart
Medical Management Plan generic template
Student Health Support Plan Template



Medical Management Communication Plan
Administration of Medication to Students
Medication Authority Form

First Aid Policy, Guidelines and Procedure
First Aid Risk Assessment
First Aid Locations College Map
St Mary's College First Aid Training Register
Emergency First Aid contacts
Health Centre Pass

Anaphylaxis Policy
ASCIA Action Plan for Anaphylaxis
Annual Anaphylaxis Risk Management Checklist
Anaphylaxis Risk Management Checklist - Off site Activities
Emergency Response to Anaphylactic Reaction
Individual Anaphylaxis Management Plan Template.
Anaphylaxis Risk Minimisation Strategies

Pastoral Care of Students Policy – v2.0 –2022
Attendance Policy – v2.0 – 2022
School Student Behaviour Policy – v2.0 – 2022
School Anti-bullying Policy (including cyberbullying) – v2.0 – 2022
School Supervision Policy – v2.0 – 2022
Duty of Care Guidelines – v2.0 – 2022

