



St Mary's College 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 Mary's College a Medical Management Plan authorised by the treating medical/health practitioner is required so that the school can enact appropriate care. St Mary'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 Mary's College 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 of	Applicable to	Last Updated	Next Review
Medical Management Policy	College Website SIMON: Knowledge Bank	MACS Principal College Nurses Executive Team	Students Parents/Carers College Nurses First Aiders Teaching staff Learning Support Executive team Wellbeing team Learning Diversity team Volunteers	Oct '23	Feb '26
Medical Management Procedures	SIMON: Knowledge Bank	MACS Principal College Nurses Executive Team Enrollment Officer	Students Parents/Carers College Nurses First Aiders Teaching staff Learning Support Executive Team Wellbeing Team	Aug '23	Feb '26

			Learning Diversity team Volunteers Offsite Camp venue		
Medical Management Plans (MMP)	College Website SIMON: Knowledge Bank	MACS Principal College Nurses Medical Practitioner Specialist Health Professionals Parents/Carers Student	Students Parents/Carers College Nurses First Aiders Teaching staff Learning Support Executive team Wellbeing team Learning Diversity team Offsite Camp venue	Aug '23	Feb '26
Student Health Support Plan & Guidelines	College Website SIMON: Knowledge Bank	MACS Principal College Nurses Learning Diversity Team Wellbeing Team Teaching staff Parents/Carers Student	Students Parents/Carers College Nurses Teaching staff Learning Support Wellbeing team Learning Diversity team Offsite Camp venue	Aug '23	Feb '26
Communication Plan	College Website SIMON: Knowledge Bank	MACS Principal College Nurses Executive team Data & ICT representative	Students Parents/Carers College Nurses First Aiders Teaching staff Learning Support Executive team Wellbeing team Learning Diversity team Volunteers	Aug '23	Feb '26
Medical Management Flow Chart	SIMON: Knowledge Bank	MACS	College Nurses Principal Learning Diversity team	Aug '23	Feb '26
MMP – Acquired Brain Injury	College Website SIMON: Knowledge Bank	MACS Medical Practitioner, Specialist Health Professionals Parents/Carers Student	Student Parent/Carer College Nurses Teaching staff Learning Support Wellbeing team Learning Diversity team Offsite Camp venue	Aug '23	Feb '26
MMP - Cancer	College Website SIMON: Knowledge Bank	MACS Medical Practitioner Specialist Health Professionals Parents/Carers Student	Student Parent/Carer College Nurses Teaching staff Learning Support Wellbeing team Learning Diversity team Offsite Camp venue	Aug '23	Feb '26

MMP – Cystic Fibrosis	College Website SIMON: Knowledge Bank	MACS Medical Practitioner Specialist Health Professionals Parents/Carers Student	Student Parent/Carer College Nurses Teaching staff Learning Support Wellbeing team Learning Diversity team Offsite Camp venue	Aug '23	Feb '26
MMP – Oral eating & drinking support	College Website SIMON: Knowledge Bank	MACS Medical Practitioner Specialist Health Professionals Parents/Carers Student	Student Parent/Carer College Nurses Teaching staff Learning Support Wellbeing team Learning Diversity team Offsite Camp venue	Aug '23	Feb '26
MMP – Transfer & positioning support	College Website SIMON: Knowledge Bank	MACS Medical Practitioner Specialist Health Professionals Parents/Carers Student	Student Parent/Carer College Nurses Teaching staff Learning Support Wellbeing team Learning Diversity team Offsite Camp venue	Aug '23	Feb '26
MMP - Toilet, Hygiene & Menstrual	College Website SIMON: Knowledge Bank	MACS Medical Practitioner Specialist Health Professionals Parents/Carers Student	Student Parent/Carer College Nurses Teaching staff Learning Support Wellbeing team Learning Diversity team Offsite Camp venue	Aug '23	Feb '26
Toilet, Hygiene & Menstrual care & Learning plan	College Website SIMON: Knowledge Bank	MACS Medical Practitioner Specialist Health Professionals Parents/Carers Student College Nurses Learning Diversity team Wellbeing Team	Student Parent/Carer College Nurses Teaching staff Learning Support Wellbeing team Learning Diversity team Offsite Camp venue	Aug '23	Feb '26
Toileting & Continence care Learning Plan	College Website SIMON: Knowledge Bank	MACS Medical Practitioner Specialist Health Professionals Parents/Carers Student College Nurses Learning Diversity team Wellbeing Team	Student Parent/Carer College Nurses Teaching staff Learning Support Wellbeing team Learning Diversity team Offsite Camp venue	Aug '23	Feb '26

Continence Management log	College Website SIMON: Knowledge Bank	MACS College Nurses	Student Parent/Carer College Nurses Teaching staff Learning Support	Aug '23	Feb '26
Continence Incident log	Form not in use: This information is entered into SIMON under a Sick Pass.				
Administration of Medication Policy	College Website SIMON: Knowledge Bank	MACS Principal College Nurses Learning Diversity Team Wellbeing Team Teaching staff Parents/Carers Student	Students Parents/Carers College Nurses First Aiders Teaching staff Learning Support Executive team Wellbeing team Learning Diversity team Offsite Camp venue	Apr '24	Apr '25
Administration of Medication Procedures	SIMON: Knowledge Bank	MACS Principal College Nurses Learning Diversity Team Wellbeing Team Teaching staff Parents/Carers Student	Students Parents/Carers College Nurses First Aiders Teaching staff Learning Support Executive team Wellbeing team Learning Diversity team Offsite Camp venue	Apr '24	Apr '25
Medication Administration Log	Form not in use – This information is entered into SIMON under a Sick Pass or regarding medications administered on camps/excursions, the information is saved into the student's health notes.				
Medication Authority Form	College Website SIMON: Knowledge Bank	MACS Principal College Nurses AHPRA Health/Medical Professional Parent/Carer	Students College Nurse First Aiders	Apr '24	Apr '25
First Aid Policy	College Website SIMON: Knowledge Bank	MACS Principal College Nurses OH&S representative Executive team	Students Parents/Carers College Nurses First Aiders Teaching staff Learning Support Executive team Wellbeing team Learning Diversity team Offsite Camp venue Volunteers	Oct '23	Mar '25
First Aid procedures	College Website	MACS Principal College Nurses OH&S representative	Students Parents/Carers College Nurses First Aiders Teaching staff	Aug '23	Mar '25

	SIMON: Knowledge Bank	Executive team	Learning Support Executive team Wellbeing team Learning Diversity team Offsite Camp venue Volunteers		
First Aid Form	Form not in use – This information is entered into SIMON under a Sick Pass				
First Aid Risk Assessment	SIMON: Knowledge Bank	Principal College Nurses	Whole College	Aug '23	Mar '25
Anaphylaxis Policy	College Website SIMON: Knowledge Bank	MACS Principal College Nurses OH&S representative Executive team	Students Parents/Carers College Nurses First Aiders Teaching staff Learning Support Offsite Camp venue Volunteers Canteen team Administration team	Oct '23	Mar '25
Anaphylaxis Management Procedures	SIMON: Knowledge Bank	MACS Principal College Nurses OH&S representative Executive team	Students Parents/Carers College Nurses First Aiders Teaching staff Learning Support Offsite Camp venue Volunteers Canteen team Administration team	Dec '23	Mar '25
ASCIA Action Plan for Anaphylaxis	College Website SIMON: Knowledge Bank	ASCIA Medical Practitioner Parent/Carer Student	Students Parents/Carers College Nurses First Aiders Teaching staff Learning Support Offsite Camp venue Volunteers Canteen team Administration team	Jul '24	As per ASCIA
Emergency Response for Anaphylactic Reaction	College Website SIMON: Knowledge Bank	MACS Principal College Nurses Executive Team OH&S representative	Students Parents/Carers College Nurses First Aiders Teaching staff Learning Support Offsite Camp facilities Volunteers Canteen team	Jul '23	Mar '25

What will be communicated?	Date/Frequency e.g. term, annually etc.	How will this communication occur? What is the process?
	<p>Prior to Camp/excursion</p> <p>Annually</p> <p>Annually</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>
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>Induction</p> <p>Ongoing</p> <p>Ongoing</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 induction manual, 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"> • 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 • staff trained in specialized procedures • protocols for contacting an additional First Aid Officer.
All relevant school staff are provided with training about the requirements for managing student health care needs	<p>Every 3 years</p> <p>Annual Risk Assessment</p> <p>Biannual</p> <p>Annual</p> <p>Every 2-3 years</p> <p>Upon Student enrollment & ongoing</p>	<p>First Aid Officers at St Mary's College have current first aid certification.</p> <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 St Mary's College school staff participate in annual CPR training.</p> <p>All St Mary's College school staff participate in Anaphylaxis & Asthma management training every 2-3 years as per relevant certificate.</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>

What will be communicated?	Date/Frequency e.g. term, annually etc.	How will this communication occur? What is the process?
Casual Replacement Teachers and Emergency Teachers are informed of Medical Management Policy and Administration of Medication Policy	Induction & ongoing Access to CRT Manual	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.

Further information

Refer to:

Published Policies & Procedures

[St Mary's College Medical Management Policy](#)
[Student Health Support Plan & Guidelines](#)
[Student Health Support Plan – Template](#)
[St Mary's Medical Management Communication Plan](#)
[Medical Management Plan – Template](#)
[Medical Management Plan – Acquired Brain Injury](#)
[Medical Management Plan – Cancer](#)
[Medical Management Plan – Cystic Fibrosis](#)
[Medical Management Plan – Oral Eating and Drinking](#)
[Medical Management Plan – Positioning and Transfer](#)
[Medical Management Plan –Toileting, Hygiene and Menstrual Management](#)
[Toileting Hygiene and Menstruation Care Learning Plan](#)
[Toileting and Continence Care Learning Plan](#)
[Continence Management Log](#)
[Administration of Medication Policy](#)
[St Mary's College Medication Authority Form](#)
[St Mary's College First Aid Policy](#)
[First Aid Procedures for MACS Schools](#)
[St Mary's College Anaphylaxis Policy](#)
[Individual Anaphylaxis Management Plan – Template](#)
[Emergency Response to Anaphylactic Reaction](#)
[Risk Minimisation Strategies for Schools – Template](#)

Guidance Materials:

[ASCIA First Aid Plan for Anaphylaxis](#)
[ASCIA First Aid Plan for Anaphylaxis – pictorial](#)
[ASCIA Action Plan for Allergic Reactions](#)
[ASCIA Action Plan for Drug \(Medication\) Allergy](#)
[ASCIA Action Plans for Anaphylaxis: Anapen](#)
[ASCIA Action Plans for Anaphylaxis: EpiPen](#)
[ASCIA Travel Plan](#)
[Asthma First Aid Poster](#)

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