



Medical Management Policy

Antonine College is owned, operated and governed by the Maronite Antonine Sisters (MAS). The College operates with consent of Melbourne Archdiocese Catholic Schools LTD (MACS)

Purpose:

This policy outlines the school's duty of care for students who have a diagnosed health, personalised care or complex care need or medical condition(s), with a view to maintaining and safeguarding the privacy and wellbeing of students in line with the ACL Privacy Policy and Standard Collection Notice.

Scope:

This policy applies to:

- The principal, employees and volunteers.
- Students who have a diagnosed health care need, personalised care need, complex care need, mobility need or relevant medical condition requiring support at school.
- Parents/guardians/carers of students who have a diagnosed health care need, personalised care need, complex care need, mobility need or relevant medical condition requiring support at school.

Policy

ACL has a duty of care to support access to education through the management of health care needs, complex medical needs or relevant medical condition(s) diagnosed by a registered medical/health practitioner.

Parents/guardians/carers must inform ACL principal or delegate of any diagnosed health care, personal care need, complex care or medical condition diagnosed by a registered medical /health practitioner when a student is enrolled at the school.

When a student who has a diagnosed health care need, personal care need, complex care need or relevant medical condition is enrolled at ACL reasonable adjustments may be required to support continuity of education and to safeguard the child's safety and ensure that their health and wellbeing is protected during school related activities.

Medical Management Documentation

For students with a specific health care, personal care, or complex medical need or a relevant medical condition diagnosed by a registered medical or health practitioner, our school request child's parents/guardians/carers and registered medical/health practitioner to stipulate the support requirements.

The General Medical Management Plan includes details of the diagnosed health care/personal care/support need and/or medical condition, all current medications, advice on routine management and where necessary, specific advice as a response to an incident, escalated need or ongoing care relating to the child's diagnosed health care need or relevant medical condition.

Students with certain diagnosed medical conditions (e.g. asthma, diabetes, continence or epilepsy) require a specific medical management and/or action plans from external associations. Condition specific medical management plan/s are required for students with certain medical conditions (acquired brain injury, cancer, cystic fibrosis) and/or certain personal care needs (toileting/ hygiene/menstrual health, oral eating and drinking, transfer and positioning) should be completed by the relevant registered medical/health practitioner.



Please refer to [Appendix 1](#) for further guidance on documentation required to inform the medical management of diagnosed medical/health conditions and/or personal care needs. The principal must hold a signed Medication Authorisation Form for students requiring administration of over the counter and/or prescribed medication in the school environment during school hours or activities including camps and excursions.

The principal or delegate develops and documents a Student Health Support Plan using the advice provided by the medical/health practitioner in the General/Condition Specific Medical Management Plan (.g. asthma, diabetes, continence, epilepsy, acquired brain injury, cancer, cystic fibrosis, toileting/ hygiene/menstrual health, oral eating and drinking, transfer and positioning, etc). The Student Health Support Plan will consider how to ensure the student's inclusion access to the educational program and activities offered by the school.

Establishing and Reviewing Medical Management at School

The general or condition specific Medical Management Plan and Student Health Support Plan must be in place prior to the student commencing attendance at the school. In some instances, it may be necessary to develop an interim, short-term Medical Management Plan and Student Health Support Plan, signed by the principal, while awaiting relevant medical or other information so that the student's participation and attendance is not delayed.

The school may require updated advice where documentation is incomplete, out-of-date or no longer reflective of the presenting student need.

The principal or delegate ensures all relevant plans and forms pertaining to the student's medical, health or personal care needs should be reviewed annually, following notification/observation of a change to the student's needs, or in response to a particular incident. The principal or delegate should consider the relevant aspects of school operations to ensure access and participation, including complex care support and training, and seek additional advice where this is deemed necessary to support the student's presenting needs.

The principal considers the staff who may require additional specific training for administering specialised medications such as injections or rectal suppositories through the Schoolcare Program at Royal Children's Hospital or accredited health service providers.

Deputy Principal – Student Management and Wellbeing will maintain a register of students with identified medical/health/personal care condition/s and the management of these conditions.

Communication Plan for Medical Management

The principal or delegate is responsible for establishing a review and communication process. All relevant plans and forms pertaining to the student's medical, health care, or personal care needs should be reviewed annually or as indicated by the management plan, when the parents have notified of a change to the student's needs, when the school requires additional information or in response to a particular incident.

The principal is responsible for ensuring that a communication plan is developed to provide information to families about health or development concerns of students, including how the school provides reasonable adjustments to enable participation in physical education, incursions, excursions, camps and physical activities.

The policy is to be published on the school's website.



Definitions

Administration of Medication

The direct application of a medication by a medically appropriate route (e.g., injection, inhalation, ingestion, application, or other means) to the body of the individual by an individual legally authorised to do so.

AHPRA Registered Medical/Health Practitioner

A person registered under [Australian Health Practitioner Regulation Agency](#) (AHPRA) and relevant state/national board for their medical/health profession, whether or not the registration of that person is general, specific, provisional, interim or non-practising but does not include a registered student.

Critical incident

An unplanned event (including dangerous occurrences, emergencies and systems failures) resulting in or having a potential for injury, ill health, damage or other loss.

Delegate

A role, position or group (such as a committee) that has authority to act or make decisions in the manner and to the extent prescribed in a policy, framework or delegation instrument.

General/Condition Specific Medical Management Plan

Information provided by the parent/guardian/carer of a student with a diagnosed health care need or relevant medical condition. The plan should contain details of the current diagnosis, current medication, response required from the school in relation to ongoing care and support and the emergence of symptoms. The Medical Management Plan must be signed by the medical practitioner providing the advice, relevant authorisation for medication and be dated. A condition specific management plan is a management or action plan designed to address the specific needs related to a medical or health condition, such as asthma, diabetes, epilepsy, continence, cystic fibrosis, eating and drinking, cancer, etc.

Medical diagnosis

Where a registered medical practitioner has determined the disease or condition that explains a person's symptoms and signs.

Medication

A drug or other form of treatment, either provided over the counter or prescribed by a registered medical practitioner that is used to prevent, treat, or improve a medical condition.

Personal care

Personal care is the support and supervision of daily personal living tasks (e.g. eating, drinking, dressing) and private hygiene (e.g. toileting).

Procedure

A step-by-step or detailed instruction for the implementation of MACS policy that is mandatory across MACS, MACS schools and MACSEYE.

Registered Medical/Health Practitioner

A person registered under [Australian Health Practitioner Registration Agency](#) (AHPRA) and relevant state/national board or the national peak body for the Speech Pathology profession, whether or not the registration of that person is general, specific, provisional, interim or non-practising but does not include a registered student.



School environment

Means any of the following physical, online or virtual places used during or outside school/service hours:

- A campus of the school.
- Online or virtual school environments made available or authorised by MACS or a MACS school for use by a child or student (including email, intranet systems, software, applications, collaboration tools and online services).
- Other locations provided by the school or through a third-party provider for a child or student to use including, but not limited to, locations used for camps, approved homestay accommodation, delivery of education and training, sporting events, excursions, competitions and other events ([Ministerial Order No. 1359](#)).

School staff

Means an individual working in a school/service environment who is:

- Directly engaged or employed by a school/service governing authority.
- A contracted service provider engaged by MACS or MACSEYE (whether or not a body corporate and whether or not any other person is an intermediary) engaged to perform child-related work for a MACS school or MACSEYE service.
- A minister of religion, a religious leader or an employee or officer of a religious body associated with MACS ([Ministerial Order No. 1359](#)).

Student

Student means a person who is enrolled at or attends a ACL.

Student Health Support Plan

The Student Health Support Plan is aligned to the medical management and/or action plan and must be developed by the school in consultation with the student's parents/guardians/carers at a Program Support Group (PSG) meeting to ensure that practices and procedures are in place to facilitate access and participation in educational programs.

Related Policies and Resources

Medical Management Plan
Student Health Support Plan
Medication Authority Form
Administration of Medication Policy
Anaphylaxis Policy
First Aid Policy

Policy Information table

Responsible person	ACL Principal
Policy owner	ACL Principal
Approving authority	College Executive
Approval date	January 2023
Risk rating	High
Date of next review	May 2025
Publication details	CEVN website; school website