Melbourne Archdiocese
Catholic Schools

Student Health Support Policy

1. Introduction

Melbourne Archdiocese Catholic Schools Ltd (**MACS**) is a company limited by guarantee established in 2021 by the Archbishop of the Catholic Archdiocese of Melbourne to assume the governance and operation of MACS schools across the Archdiocese of Melbourne. MACS subsequently established Melbourne Archdiocese Catholic Specialist Schools Ltd (**MACSS**) to provide educational services to children with diverse needs and Melbourne Archdiocese Catholic Schools Early Years Education (**MACSEYE**) to provide early years care and education services.

The Statement of Mission in the MACS Constitution, and the constitutions of its subsidiaries, MACSS and MACSEYE, sets out the Archbishop's expectations of Catholic schooling in the Archdiocese and provides an important context and grounding for the company and the direction which the MACS Board must always observe in the pursuit of the company's objects.

The Board must ensure that all policies and procedures concerning the operations of MACS, and its subsidiaries are consistent with the Statement of Mission and company objects, as well as any directions issued by the Archbishop from time to time.

2. Purpose

MACS schools are committed to providing equitable access to education through the effective support of students with health support needs, recognising the inherent dignity of each child. This policy establishes clear procedures and responsibilities and provides documentation to support students with identified health support needs, including medical conditions, complex care needs and personal care requirements. It also sets out the requirements for the safe storage, administration and management of all prescription and non-prescription medications.

3. Scope

This policy applies to MACS schools, including specialist schools operated by MACS subsidiary, MACSS (MACS schools).

This policy applies to all individuals working in a school environment, including:

- employees and staff directly engaged or employed by MACS schools
- contracted service providers (including when engaged through an intermediary) performing child-related work
- volunteers who perform work without remuneration or reward for the school.

This policy also applies to students, and their parents and carers.

The requirements of this policy apply at all times when a student with an identified health support need is being educated and cared for in a MACS school, including during school hours and school sponsored activities that occur outside school hours.

The school environment includes:

- a campus of the school
- other locations provided by the school or through a third-party provider for a student to use including, but not limited to, locations used for:
  - camps and excursions
  - approved homestay accommodation
  - delivery of education and training by third-party providers, such as registered training organisations, TAFEs, non-school senior secondary providers or another school

- sporting events, competitions or other events.

This policy does not apply to students with:

- anaphylaxis – refer to the school's *Anaphylaxis Management Policy* and the allergies requirements set out by the Department of Education
- mental health conditions, except in cases where the student's physical health is impacted and requires support in the school environment as specified in the *Personal Care Support Procedures*.

4. Principles

The following principles underpin this policy:

- MACS schools are responsible for safeguarding the health and wellbeing of all students and for implementing measures to prevent reasonably foreseeable risks of harm or injury within the school environment.
- MACS schools owe a duty of care to students and to ensure adequate facilities, resources and supports are in place to support student health, safety and wellbeing.
- MACS staff work in partnership with students, parents and carers to ensure that the needs and safety of students with identified health support needs are understood and addressed in the school environment and during offsite school activities.
- MACS staff maintain and safeguard the privacy, confidentiality and wellbeing of students in line with the *Privacy Policy* and *Privacy Collection Notice – Students and Parents*.

5. Student Health Support Policy requirements

The *Student Health Support Policy* suite comprises three procedures that articulate how schools must respond to and manage students' health support needs:

- ***Medical Management Procedures*** outline how the school identifies, records, monitors and manages students with identified medical needs. These procedures set out the processes for obtaining, recording, reviewing and updating information about student medical conditions, and clearly identify the staff roles and responsibilities to ensure students with identified medical needs are appropriately supported in the school environment.
- ***Medication Administration Procedures*** outline how the school ensures the safe receipt, storage, administration and documentation of student medication. These procedures set out the processes for obtaining, recording, reviewing and updating information about student medicines, and clearly identify the staff roles and responsibilities to ensure students with medication requirements are appropriately supported in the school environment.
- ***Personal Care Support Procedures*** outline how the school provides daily living support, usually provided by parents or carers, to students in the school environment. These procedures set out the processes for obtaining, recording, reviewing and updating information about student personal care needs, and clearly identify the staff roles and responsibilities to ensure students who require assistance are appropriately supported in the school environment.

5.1 Principal responsibilities

The principal holds overall responsibility for leading, monitoring and responding to the *Student Health Support Policy*, and for ensuring that all processes outlined in the associated procedures are fully implemented. While specific tasks may be assigned to other staff, the principal retains accountability for compliance with, and delivery of, all policy requirements.

The principal holds the following responsibilities:

- Implement the *Student Health Support Policy*, and ensure it is published on the school's website and communicated to staff, students, parents and carers, casual relief teachers (CRT), volunteers, National Disability Insurance Scheme (NDIS)/external providers (where permitted) and the wider school community.

- Use the approved templates to develop local procedures for Medical Management, Medication Administration and Personal Care Support. Ensure these procedures are contextualised to the school setting, implemented, communicated to staff, students, parents and carers, and the wider school community, and published on the school's website.
- Protect student privacy and maintain confidentiality at all times.
- Provide appropriate support and make reasonable adjustments to meet the identified health support needs of students in the school environment.
- Develop, implement, review and update plans relating to student health support needs, as required.
- Allocate sufficient time for nominated staff to discuss, implement and review the *Student Health Support Policy*, associated procedures and individual student plans.
- Make decisions about student health support needs in consultation with the student, where appropriate, and in collaboration with their parents and carers.

6. Duty of care

The principal and all staff, including contractors and volunteers, have a non-delegable duty of care to ensure reasonable measures are taken to avoid acts or omissions that could reasonably be foreseen to result in harm or injury to students, and to work for the wellbeing of each student.

6.1 PROTECT protocols

Students requiring health support may be more susceptible to experiencing vulnerabilities. The principal is responsible for ensuring that all staff understand and meet their obligations as mandatory reporters, including their responsibility to identify and report concerns of significant harm to Child Protection in accordance with the PROTECT protocols as outlined in the *Child Abuse Identification and Response Policy*.

Staff must make a report to Child Protection when they form a reasonable belief that a student is at risk of significant harm as a result of physical injury or sexual abuse.

This includes circumstances where staff form a reasonable belief that the actions of parents and carers of a student with identified health support needs are posing a risk of significant harm to the student, including situations where they fail to:

- act on diagnoses or provide adequate care for the child
- provide relevant information about their child's health support need(s)
- act on a request from the school to provide authorised medical advice.

Where staff have concerns about a student's wellbeing but do not believe the student is at risk of significant harm or that their immediate safety is compromised, a referral to The Orange Door may be appropriate.

6.2 Provision of support

As with all health and personal care support, the principal is responsible for ensuring that any assistance provided to students be conducted in a manner that:

- maximises the student's safety, comfort, independence, dignity, privacy and learning
- is consistent with the Child Safe Standards
- reflects occupational health and safety standards for the school.

Failure to comply with these standards, including failing to seek and/or adhere to appropriate treatment, requires MACS staff to report the concerns in accordance with the *Child Abuse Identification and Response Policy* and the *Reportable Conduct Policy*.

7. Provision of information requirements

7.1 Enrolment

During the enrolment process, both at the application stage and once the school offers the student a place, parents and carers must provide timely, accurate and complete information about any identified health support needs for their child. This includes medical conditions, medication administration requirements, personal care support needs, and any injuries.

Parents and carers are required to provide information related to student health support needs as a condition of enrolment, as outlined in the Enrolment Agreement. Failure to provide this information may constitute a breach of the terms and conditions of enrolment.

All information must be provided in writing and supported by documentation signed and/or authorised by a health practitioner registered with the Australian Health Practitioner Regulation Agency (Ahpra) or another relevant professional registration body.

Required information includes:

- current medical advice
- details of any prescription or non-prescription medication to be administered in the school environment
- details of personal care support to be provided in the school environment
- any documentation relating to additional health support that is necessary to enable the school to safely support the student.

The principal is responsible for ensuring that a register of student medical conditions and how they will be managed, is maintained and kept up to date by nominated staff.

7.2 New health support needs

It is a condition of a student's continuing enrolment that parents and carers promptly notify the school of any new identified health support need(s). Notification must be provided in writing and supported by documentation signed and/or authorised by a registered health practitioner.

Parents and carers must ensure that all information provided is timely, accurate and complete to enable the school to assess and implement appropriate supports. Failure to provide this information may constitute a breach of the terms and conditions of enrolment.

7.3 Changes to health support needs

Following enrolment, parents and carers are responsible for informing the school of any changes to their child's health support need(s) as soon as practicable. This includes updates to medical conditions, medication requirements and personal care needs, as well as advising the school when health support is no longer required.

All updates must be provided in writing and supported by documentation signed and/or authorised by a registered health practitioner.

Timely notification of changes is required to ensure that the school can continue to provide appropriate and safe support for the student.

8. Collecting information

The principal is responsible for ensuring that information about student health support needs is collected and reviewed in consultation with the student (where appropriate), their parents and carers, and nominated staff.

This process determines whether supports or reasonable adjustments are required to enable the student's safe inclusion, access and participation in the school environment.

8.1 Templates and forms

Information about student health support needs may be provided through relevant documentation signed and/or authorised by a registered health practitioner. This may include:

- a medical letter
- a diagnostic report
- a condition-specific management or action plan
- approved template(s):
  - *Medical Advice Template* (MAT)
  - *Personal Care Advice Template* (PCAT)
  - *Medication Authority Form* (MAF).

Where the information provided is deemed incomplete, insufficient or not appropriately authorised, the principal is responsible for ensuring that parents and carers obtain further documentation from a registered health practitioner.

A list of MACS-approved templates is provided at Appendix A.

The following requirements apply to students diagnosed with specific medical conditions:

- Students with anaphylaxis or allergies are managed in accordance with the school's *Anaphylaxis Management Policy* and Department of Education allergies requirements.
- Students with well-controlled asthma not requiring individualised supervision or care are managed through an *Asthma Action Plan* (e.g. Asthma Australia).
- Students with asthma requiring individualised supervision, care or adjustments in the school environment must have a *Student Health Support Plan*.
- Students with diabetes must have a current *Diabetes Action and Management Plan* in accordance with Diabetes Victoria's guidance.
- Students with epilepsy must have an *Epilepsy Management Plan* and, where required, an *Epilepsy Medication Management Plan* in accordance with the Epilepsy Foundation's guidance.

Student Health Support Plan

When it is determined that a student requires supports or adjustments in the school environment due to their identified health support need(s), a *Student Health Support Plan* (SHSP) must be developed and implemented. The SHSP outlines how the school will safely support the student's participation in the school environment including:

- identified health support need(s)
- relevant diagnoses
- required management strategies
- warning signs and symptoms
- emergency response procedures
- medication requirements
- roles and responsibilities of staff.

A SHSP **is not required for** students:

- who do not require supports or adjustments in the school environment due to their identified health support need(s)
- where the principal determines that their health support needs are adequately supported through their condition-specific management or action plans for anaphylaxis, asthma, diabetes or epilepsy.

The principal is responsible for ensuring that:

- information relating to student health support needs is obtained, accurately recorded, regularly reviewed and kept up to date, with responsibilities for these actions clearly assigned to appropriate staff roles
- required plans and documentation are in place prior to the student attending school or participating in school-approved activities, unless an interim plan is approved where delay is not reasonable
- regular communication occurs with parents and carers, and plans are reviewed and updated as required
- all documentation is securely retained on the student's enrolment record.

8.2 Privacy and confidentiality

The principal is responsible for ensuring that all information relating to identified student health support needs is collected, used, stored and disclosed in accordance with the *Privacy Policy* and *Privacy Collection Notice – Students and Parents*.

All information must be handled in a manner that protects the student's privacy, confidentiality and wellbeing.

9. Staff training and induction

The principal is responsible for ensuring that all relevant aspects of school operations support student access, participation and inclusion. This includes consideration of students' health support needs, as well as staff induction and training requirements.

Where required, the principal is responsible for ensuring that additional advice is obtained to ensure appropriate responses to identified student health support needs.

9.1 Training

The principal is responsible for ensuring that:

- designated staff are appropriately trained by a suitable provider, where required, and are competent and authorised to support students with identified health support needs, including the management of conditions such as asthma, diabetes and epilepsy
- training aligns with individual SHSPs, including emergency response procedures and medication administration requirements, where applicable
- all staff understand and fulfil their non-delegable duty of care and the school's responsibility for student safety and wellbeing.

Where a student has severe, long-term or complex care needs requiring coordinated, interdisciplinary support, the principal is responsible for ensuring that appropriately trained staff are assigned to support the student's access to education.

Where complex medical care is agreed, the principal is responsible for ensuring that designated staff receive appropriate training from an accredited health service provider to safely deliver the required care.

Ongoing and annual training must be provided to ensure staff maintain the knowledge, skills and capability required to safely support students.

9.2 Induction

The principal is responsible for ensuring that all staff, contractors and volunteers working with students with identified health support needs participate in induction processes that include relevant information about those students' needs.

10. Students who are absent from school

The principal is responsible for ensuring that students with identified health support needs who are absent from school due to illness, medical treatment or recovery are supported to continue their

learning and maintain connection with the school community. This support should be provided with the shared goal of facilitating the student's return to full-time school attendance as soon as possible.

This includes ensuring that:

- learning programs are flexible and responsive to fluctuating attendance, including for students who are enrolled in their home (mainstream) school but access education through a hospital school, or who transition between hospital, home and school settings
- reasonable adjustments are made to teaching, curriculum and assessment
- students are supported to maintain social connection and engagement with their peers
- coordination occurs with hospital school staff or other relevant providers, where applicable.

All arrangements must align with the *Attendance Policy for MACS Schools* and supporting documentation, including the *Recording and Monitoring School Attendance Procedure* and the *Student Absence – Guidelines for Schools*.

11. Emergency management

The principal is responsible for ensuring that the needs of students who may require additional assistance during an emergency are identified and planned for. This includes students with mobility, hearing, vision, cognitive or language needs, as well as those with identified health support needs or short-term injuries.

Students with medical conditions such as asthma, anaphylaxis or diabetes must be able to access and, where appropriate, carry required medication during an emergency.

A *Personal Emergency Evacuation Plan* (PEEP) should be considered for any student requiring additional support to ensure safe and appropriate responses in an emergency. Planning must align with the *Emergency Management Plan Template*, *Emergency and Critical Incident Management Policy* and *Medical Management Procedures*.

12. Third-party providers

The principal is responsible for ensuring that the school's non-delegable duty of care is maintained when engaging third-party providers. This includes compliance with the *Excursions, Camps and Travel Policy – MACS Schools* and *Supervision Policy for MACS Schools*, relevant risk assessments, contracts and agreements.

The principal is responsible for ensuring that:

- appropriate consultation occurs with providers during planning and preparation of activities
- provider risk assessments are reviewed and meet school and legislative requirements
- provider staff hold appropriate qualifications, training and experience
- student health support needs are considered in supervision, risk management and emergency response planning.

Relevant information about students' identified health support needs may be shared with third-party providers, with consent and in accordance with the *Privacy Policy* and *Privacy Collection Notice – Students and Parents*, including:

- SHSPs and condition-specific plans
- risk minimisation strategies
- instructions for monitoring requirements, including the identification of early warning signs of deterioration and the triggers for escalation or emergency intervention
- specific guidance for students who self-manage or self-administer medication, ensuring that third-party providers understand that active supervision and timely intervention remain required.

Staff attending activities must be appropriately trained and equipped to implement reasonably practicable measures to manage the identified student health support needs. This includes ensuring that:

- staff can recognise condition-specific risks and early warning signs (e.g. diabetic complications or seizure activity)
- staff understand and can follow the student's medical management or action plan, including the required responses and emergency procedures
- relevant documentation is readily accessible, carried where necessary and following during the activity
- at least one staff member has received additional, targeted training in relevant conditions (e.g. Type 1 diabetes) to support effective monitoring and response
- a designated staff member is assigned to the student and is provided with targeted training or guidance (e.g. from the school nurse) to support the student's identified health support needs during the activity.

Clear communication and accountability arrangements must be in place to ensure responsibility for student supervision, health monitoring and emergency response is understood and maintained at all times.

12.1 External providers engaged by families

The principal is responsible for ensuring that students with identified health support needs and/or disabilities receive reasonable adjustments to enable them to access and participate in education on the same basis as their peers, in accordance with the *Disability Discrimination Act 1992* (Cth) and the *Disability Standards for Education 2005*. Reasonable adjustments may relate to, but are not limited to, learning environments, curriculum delivery, assessment procedures, communication, student support services and the physical environment.

NDIS-funded supports relate to a student's 'whole of life' and are additional to supports provided by the school. While NDIS-funded supports may complement school-based supports, responsibility for the student's educational program, curriculum delivery, supervision and care remains with the principal. The NDIS does not fund services that are reasonable and necessary for children to participate in education, nor does it replace or duplicate the responsibilities of the education system.

External providers do not have an automatic right to access school premises, including where they provide services to a student outside the school or have previously provided services on the school's site.

Decisions regarding access are the responsibility of the principal and must be made on a case-by-case basis, using a fair and reasonable decision-making process in accordance with relevant guidelines governing external provider access to schools, including those published and updated by MACS and/or the Victorian Catholic Education Authority (VCEA).

In considering requests for access, the principal must take into account:

- the individual circumstances and needs of the student
- the impact on the student's educational program
- the potential impact on other students and staff
- the school's operational and administrative capacity
- child safety and the school's duty of care obligations
- workplace health and safety requirements
- anti-discrimination obligations.

Decisions to limit or refuse access to an external provider do not of themselves constitute unlawful discrimination, provided the school continues to meet its obligations to make reasonable adjustments and ensures the student can access and participate in education on the same basis as their peers.

The principal and staff retain a non-delegable duty of care for all students during school-approved activities, regardless of whether an externally funded provider is delivering services to a student. Responsibility for a student's educational program, supervision and care during school hours remains with the principal. In some circumstances, this duty may extend beyond school hours in accordance with applicable policy and law.

13. Communication

The school communicates this policy and associated procedures to staff, including contractors and volunteers, students and their parents and carers, and the wider school community through:

- website publication
- enrolment packs
- staff induction and briefings
- parents and carers meetings and updates
- information-sharing with third-party providers.

14. Roles and reporting responsibilities

Role	Responsibility	Reporting requirement (if applicable)
Principal	Ensure compliance with the *Student Health Support Policy*	
Principal	Maintain and update a register of student medical conditions	
Principal	Ensure all staff, contractors and volunteers who work with students with identified health support needs are aware of those needs and understand the relevant emergency procedures	
Principal	Oversee the receiving, storing and administering of medication	
Principal	Ensure Medication Administration Logs and student plans are maintained	
Principal	Ensure errors are reported, managed and reviewed	
Principal	Report all non-routine or serious student injuries, illnesses and any treatment provided by a medical professional via MACS Guard	
First Aid Officers/Nominated staff	Manage daily medication routines Maintain secure storage areas for medication Monitor expiry dates Ensure disposal of medication follows parent or carer and MACS guidance	
Teachers	Support administration when delegated Support students with identified health support needs when delegated	
Parents and Carers	Provide timely, accurate and complete information about any identified health support needs for their child Provide medication in original labelled containers Supply Medication Authority Forms and update as needed	

Role	Responsibility	Reporting requirement (if applicable)
	Replace expired or empty medication	
Students	May self-administer only if approved and documented in their Medication Authority Form.	

15. Procedures

Procedures to implement and support this policy are published separately and available on the school's website. The procedures must be contextualised by each principal using the approved template and the supporting documents referenced below.

16. Definitions

Definitions of standard terms used in this Policy can be found in the Glossary of Terms.

Complex care

Complex care often requires school staff to undertake specific training to meet the student's individual needs. These needs cannot be addressed through basic first aid training and staff may be involved in:

- tracheostomy care
- seizure management
- medication by injection or rectal suppository
- administering suction
- tube feeding
- specialised medical procedures.

Health support need

The overarching term used to describe students' identified health support needs including medical or health conditions, complex medical needs and personal care requirements.

Medication Authority Form

The Medication Authority Form (MAF) supports the principal and school staff understand why medication is required, how and when it should be administered, and the arrangements for the safe storage and return of unused medication. This form must be completed for all medication administered to a student in the school environment, including both prescription and non-prescription (e.g. paracetamol, ibuprofen or hay fever medication) medication.

Medical Advice Template

The Medical Advice Template (MAT) is used to document information provided by the parent or carer of a student with an identified medical condition and/or who requires medical-related support. The template should outline the student's current diagnosis, prescribed and non-prescribed medication and the actions the school must take to support ongoing care, including how to respond if symptoms emerge or escalate. The MAT must be signed by the registered health practitioner providing the advice. If medication is to be administered in the school environment, a completed MAF must be submitted with the MAT.

Non-prescription medication

Medicines and supplements that can be bought without a prescription, including alternative medicines.

Personal care support

Personal care support is daily living support, usually provided by parents or carers. Students may require the provision of assistance for:

- toileting, menstruation and personal hygiene

- mobility, transfer and positioning
- eating and drinking assistance.

Students may need personal care support due to:

- age
- developmental delay
- medical conditions
- short-term circumstances (such as a student wearing a plaster cast)
- long-term circumstances (such as complex medical care needs).

Prescribing registered health practitioner

Describes a person who is registered with the Ahpra and who is authorised to initiate, continue or cease medication within their scope of practice.

Prescription medication

A drug or other form of treatment prescribed by an Ahpra-registered health practitioner who is authorised to prescribe medication.

Registered health practitioner

Describes a person who is registered with the Ahpra or another relevant professional registration body and who practices within the scope of their professional registration.

Signed and/or authorised

Signed and/or authorised medical documentation refers to documents provided by a health practitioner that confirm the validity of their content:

> **Signed**: For documents requiring a signature, the practitioner has physically or electronically signed the document to confirm they prepared or endorsed it.
>
> **Authorised**: The document is issued by a suitably qualified and recognised practitioner and includes sufficient details (e.g. name, registration or provider number, or letterhead) to meet relevant policy requirements and verify its acceptance for its intended purpose.

Student Health Support Plan

The Student Health Support Plan (SHSP) is informed by the information provided regarding the student's identified health support needs, e.g. authorised letter, condition-specific action plan, MAT or Personal Care Advice Template (PCAT). It must be developed by the school in consultation with the student (where appropriate) and the student's parents and carers to ensure that practices and procedures are in place to facilitate access and participation in the school environment.

17. Related policies and documents

Supporting documents

Medical Advice Template
Medical Management Procedures
Medication Administration Log
Medication Administration Procedures
Medication Authority Form
Medication Self-Administration Assessment Tool
Personal Care Advice Template
Personal Care Support Procedures
Student Health Support Communication Plan
Student Health Support Plan
Toileting and Continence Care Log
Toileting and Continence Care Plan
- including Appendix 1: Toileting and Continence Care Skill Development

Related MACS policies and documents

Anaphylaxis Management Policy for MACS Schools
Child Abuse Identification and Response Policy
Child Safety and Wellbeing Policy
Conflict of Interest Policy
Enrolment Policy for MACS Schools
Event and Activity Risk Assessment
Excursions, Camps and Travel Policy – MACS Schools
First Aid Policy for MACS Schools
Privacy Policy
Privacy Collection Notice – Students and Parents
Reportable Conduct Policy
Risk Management Checklist for Off-site Activities
Risk Management Policy
Supervision Policy for MACS Schools

Resources (external to MACS)

VCEA Advice to School Principals on Use of NCCD Funds
VCEA Orientation and Mobility Assessment Services Referral Form
VCEA Parent Guide to Program Support Groups
VCEA Program Support Group Meeting Guidelines
VCEA Therapy and Equipment Guidelines
VCEA Schoolcare Program Referral Form

Specialist advice regarding medical and health conditions
The following organisations provide specialist advice, templates or training in the management of identified health support needs, allergies or medical conditions.

Anaphylaxis and allergies
Allergy and Anaphylaxis Australia
Australasian Society of Clinical Immunology and Allergy
Royal Children's Hospital, Department of Allergy and Immunology

Asthma
Asthma Australia
National Asthma Council Australia

Coeliac
Coeliac Australia

Diabetes
Diabetes Victoria
NDSS Diabetes in Schools

Epilepsy
Epilepsy Foundation

Other
Health Care Needs: Resources | education.vic.gov.au
Royal Children's Hospital Complex Care Hub and Schoolcare Program
Royal Children's Hospital fact sheets

18. Legislation and standards

Australian Education Act 2013 (Cth)
Australian Education Regulations 2013 (Cth)
Children, Youth and Families Act 2005 (Vic)
Child Wellbeing and Safety Act 2005 (Vic)
Crimes Act 1958 (Vic)
Disability Discrimination Act 1992 (Cth)

Disability Standards for Education 2005 (Cth)
Education and Training Reform Act 2006 (Vic)
Education and Training Reform Regulations 2017 (Vic)
Equal Opportunity Act 2010 (Vic)
Health Records Act 2001 (Vic)
Ministerial Order 706 – Anaphylaxis Management in Victorian Schools
Ministerial Order 1359 – Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises
Occupational Health and Safety Act 2004 (Vic)
Privacy Act 1988 (Cth)
Public Records Act 1973 (Vic)
Victorian Institute of Teaching (VIT) Code of Conduct
Victorian Registration and Qualifications Authority (VRQA) Guidelines to the minimum standards and requirements for school registration (2022)
Worker Screening Act 2020 (Vic)
Work Health and Safety Act 2011 (Cth)

Policy information table

Responsible executive	Director, Education Excellence
Policy owner	Chief of Student Services
Approving authority	Executive Director
Assigned board committee	Child Safety and Risk Management Committee
14	14 September 2026
Risk rating	Extreme
Review by	September 2028
Publication	MACS website, CEVN, Gabriel, school websites

POLICY DATABASE INFORMATION	
Assigned framework	Care, Safety and Welfare of Students
Supporting documents	See list of supporting documents and related policies above
Superseded documents	Administration of Medication Policy for MACS schools Administration of Medication Policy – template for schools Medical Management Policy for MACS schools Medical Management Policy – template for schools
New policy	New

Appendix A: MACS-approved templates

Template name	Description
Medical Advice Template (MAT)	• Provides advice on the student's medical condition and first aid requirements • Submitted by the student's parent or carer, and completed and signed by a registered health practitioner • Supports the school in developing a Student Health Support Plan (SHSP), outlining how the student's medical needs will be supported in the school environment • An alternative form or template may be used, provided it includes all required information and is signed and/or authorised by a registered health practitioner(s) • May include supporting documentation as attachments from a registered health practitioner(s) (e.g. letters or forms) • Reviewed annually by the Program Support Group (PSG) or earlier if the student's needs change, and as otherwise required
Medication Administration Log	• Used by the school to record when any prescription and non-prescription medication is administered to a student in the school environment
Medication Authority Form (MAF)	• All prescription and non-prescription medications administered to students in the school environment must be accompanied by a signed MAF, except for: – general first aid – asthma medication – anaphylaxis medication – epilepsy emergency medication – diabetes medication • A MAF must be signed by the parent or carer for non-prescription medications (including paracetamol) administered on an 'as-needed' basis, including where the student carries or self-administers the medication • The MAF must include or be supported by written evidence of authorisation from a prescribing registered health practitioner
Personal Care Advice Template (PCAT)	• Provides advice on the student's personal care condition and requirements • Submitted by the student's parent or carer, and completed and signed by a registered health practitioner • Supports the school in developing a SHSP, outlining how the student's personal care needs will be supported in the school environment • An alternative form or template may be used, provided it includes all required information and is signed and/or authorised by a registered health practitioner/s

Template name	Description
	• May include supporting documentation as attachments from a registered health practitioner(s) (e.g. letters or forms) • Reviewed annually by the PSG or earlier when the student's needs change, and otherwise as required
Student Health Support Plan (SHSP)	• Outlines how the school will support the student's identified health support need(s), based on advice from the student's treating health practitioner(s) as documented in authorised information and/or MAT or PCAT • Not required for students who: — do not require supports or adjustments in the school environment due to their identified health support need(s) — are diagnosed with specific conditions and are adequately supported through their condition-specific management or action plans including anaphylaxis, asthma, diabetes and epilepsy • Reviewed annually or earlier if required based on the student's needs, in line with written advice from the student's registered health practitioner
Toileting and Continence Care Log	• Used by the school to record daily continence management information, including toileting requests and bladder or bowel activity in the school environment, to support the student's care, health and wellbeing in a confidential manner
Toileting and Continence Care Plan • **including Appendix 1: Toileting and Continence Care Skill Development**	• Used by the school to outline how the student's bladder and/or bowel needs will be supported in the school environment, to support the student's safe, consistent and respectful care while promoting their health, dignity and participation in learning. • Informed by the student's functional needs, observed patterns, observations from parents and carers and advice from relevant professionals (where available).