Melbourne Archdiocese
Catholic Schools

Medical Management Policy for MACS schools

Introduction

Melbourne Archdiocese Catholic Schools Ltd (MACS), and the schools it governs and operates, strive to be communities of faith, hope and love, where the wellbeing and interests of all students is foremost.

Purpose

The purpose of this Medical Management Policy is to ensure MACS' schools meet their responsibilities and duty of care for managing the medical needs of students with diagnosed medical conditions, health care needs, wellbeing and/or personal care needs, to support students' equitable access and participation in education.

Scope

This Policy applies to all employees, students, parents/guardians/carers and others in all schools and workplaces governed and operated by MACS.

This policy applies at any time that a child with a diagnosed medical condition, health care need, complex medical need or requiring personalised care and support is being educated and cared for in a MACS school or workplace, including during excursions.

It does not apply to students diagnosed with a risk of Anaphylaxis – please refer to Anaphylaxis Policy for MACS Schools and supporting procedures for requirements to support students at risk of anaphylaxis.

Principles

MACS has a responsibility to provide a safe work environment for all members of our school community. We have a particular duty of care for the safety of our students.

MACS has a responsibility to maintain and safeguard the privacy and wellbeing of students in line with the Privacy Policy and Standard Collection Notice.

It is a requirement that schools develop and implement appropriate procedures for the effective management of students' medical, health care needs, personalised care, and wellbeing and support the management and administration of medication to facilitate access and participation in education.

Policy

MACS schools and principals have a duty of care to support the management of health care needs, complex medical needs or relevant medical condition/s of students diagnosed by a registered medical/health practitioner.

The principal or delegate must obtain a copy of the relevant Medical Management Plan (MMP) completed by a registered medical practitioner from the child's parent/guardian/carer. The advice and recommendations provided in the relevant Medical Management Plan is used to inform a Student Health Support Plan developed by the school in consultation with the student's parent/guardian/carer.

General or Condition Specific Medical Management Plans

The child's 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 or ongoing care relating to the child's diagnosed health care need or relevant medical condition. All Medical Management Plans must include specific advice from a treating medical/health practitioner which is documented (including being dated and signed).

Condition-specific plans (e.g. asthma, diabetes, epilepsy, continence, etc.) are used in lieu of a general Medical Management Plan and are designed to identify the supports relevant to that condition and highlight contingencies and escalation procedures for emergency management. For students with diagnosed conditions (acquired brain injury, cancer, cystic fibrosis) or personal care support needs (toileting, hygiene/menstrual health, eating and drinking, transfer and positioning), parents will provide specific medical management plans in lieu of a General Medical Management Plan. The condition specific medical management plans are to be completed by the relevant medical/health practitioners as noted on the plan. Refer to the supporting documentation section for templates.

Please refer to Appendix 1 for further guidance on required documentation for medical management of diagnosed medical/health conditions and/or personal care needs.

Student Health Support Plans

A Student Health Support Plan is a plan to ensure that there are school practices and procedures in place, where risks are minimised to support the student's health, medical, and/or personal care at school. The Student Health Support Plan is developed by the school in consultation with the student's parents/guardians/carers with reference to the medical advice from the most up-to-date, signed Medical Management Plan. Additional medical or health advice will be sought by the school where this is deemed necessary by the principal.

Students requiring medication administration at school

Schools 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. For more information on the administration of medication, please refer to the Administration of Medication Policy.

Establishing and reviewing medical management at school

The relevant General /Condition Specific Management Plan, as well as Medical Authority Form where applicable, should be obtained during the enrolment process and must be in place prior to the child commencing attendance at school. A Student Health Support Plan should be completed by the student's school and parent/guardian/carer. There are limited circumstances where an interim Medical Management Plan and Student Health Support Plan, signed by the principal, can be put in place.

All relevant plans and forms pertaining to the student's medical, health care, or personal care needs is to be reviewed annually or as indicated according to the condition specific plan (e.g. asthma action plan is reviewed every six months), following notification of a change to the student's needs, or in response to a critical incident. The principal or delegate should consider the relevant aspects of school operations to ensure access and participation, including complex care support and training.

Staff 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.

Principals are to keep a register of all current medical management plans and update when reviewed annually or following notification of a change to the student's needs, or in response to a particular or critical incident.

Communication plan for medical management

The principal or delegate must prepare a communication plan for medical management to inform relevant staff members and volunteers about the policies, procedures, and the current MMPs, SHSPs, MAPs for children at the school with diagnosed health care need/s, complex care needs, or relevant medical condition/s. It also outlines the procedure for parents to communicate any changes to the plans for their child, as authorised by the appropriate treating medical/health practitioner.

Each school principal is required to contextualise this Medical Management Policy for MACS schools for their school environment using the MACS approved template.

Roles, responsibilities and reporting

Include a table that outlines responsibilities and reporting requirements in the policy. Briefly identify the role, the responsibility, and any associated reporting requirement/s.

Role	Responsibility	Reporting requirement (if applicable)
Principal	Publish each policy, Procedure, form and notice prescribed	The principal is to provide an Attestation to the MACS Executive Director when prescribed Policies, Procedures, forms and notices are first published on School's website and on an annual basis thereafter.
Principal	Obtain a copy of a student's Medical Management Plan (MMP) and Medical Authority form (signed by medical practitioner) prior to the student attending school	
Principal	Develop a Student Health Support Plan, and where relevant, condition specific medical/personal care advice plan, with the student's parent/guardian/carer, in reference to MMP	
Principal	Ensure that review procedures are in place to update MMPs, SHSPs, and MAPs, as required, whether annually, after an incident, or as indicated by the registered medical practitioner.	
Principal	Develop a communication plan to manage how medical management is communicated to relevant staff and volunteers and how communication is maintained between school and parent to act on any changes to the plans.	

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 mediation 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, 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 medical condition.

Melbourne Catholic Archdiocese Schools Ltd (MACS)

MACS is a reference to Melbourne Archdiocese Catholic Schools Ltd, and / or its subsidiaries, MACSS and/or MACSEYE (as the context requires).

MACS school or school

A school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by MACS, directly or through MACSS (as the context requires). References to schools or MACS schools also includes boarding premises of schools operated by MACS and specialist schools operated by MACSS.

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 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 MACS school.

Student Health Support Plan

The Student Health Support Plan is aligned to the relevant medical management and/or action plan, and must be developed by the school in consultation with the student's parents / guardians / carers to ensure that practices and procedures are in place to facilitate access and participation in educational programs. The plan indicates the relevant staff members involved in providing care, are educated and appropriately trained including competency checks where applicable, and providing the circumstances under which the student does not attend school without appropriate medications or updated medical management plans.

Related policies and resources

Supporting documents
Medical Management Procedure
Medical Management Plan Template
Student Health Support Plan Template
Medical Management Policy – School level Policy Template
Medication Authority Form
Communications Plan Template
Continence Management Log
Cancer Medical Advice Form
Cystic Fibrosis Medical Advice Form

Incident Alert Template – Continent Management Log
Eating and Drinking Medical Advice Form
Positioning and Transfer Medical Advice Form
Toileting, Hygiene and Menstrual Management – Medical Advice Form
Toileting and Personal Care including menstruation Learning Plan
Toileting and Personal Care Learning Plan

Related MACS policies and documents
Administration of Medication Policy
Administration of Medication Procedures
First Aid Policy and Procedures

Resources
Diabetes Australia (Victoria)
Diabetes Australia
Australian Diabetes Society
Australasian Society of Clinical Immunology and Allergy
Allergy and Anaphylaxis Australia
Royal Children's Hospital, Department of Allergy and Immunology
National Asthma Council Australia
Asthma Foundation Victoria Asthma Australia
Coeliac Australia
Royal Children's Hospital Complex Care Hub and Schoolcare Program
Royal Children's Hospital fact sheets
Epilepsy Foundation of Victoria

Policy information table

Responsible director	Director, Learning and Regional Services
Policy owner	General Manager, Learning Diversity
Approving authority	MACS Board
Assigned board committee	Child Safety & Risk Management
Approval date	October 2023
Risk rating	High
Date of next review	February 2026
Publication details	MACS website, CEVN

POLICY DATABASE INFORMATION	
Assigned Framework	Care, Safety and Welfare of Students
Related documents	See list of supporting documents above
Superseded documents	Medical Management Policy for MACS Schools-v1.0-2022 School Administration of Medication Guidelines
New policy	

Appendix 1: Required Medical Management Documentation

Type of Condition/s	Documentation	Documents signed by a registered medical/ health practitioner
Acquired Brain Injury	- Medical Management Plan – Acquired brain injury - Student Health Support Plan	- Medical Management Plan – Acquired brain injury
Anaphylaxis/Allergies	- Individual Anaphylaxis Management Plan - ASCIA Anaphylaxis Action Plan/ ASCIA Action Plan for Allergic Reaction	- Individual Anaphylaxis Management Plan - ASCIA Anaphylaxis Action Plan
Asthma	- Asthma Action Plan - Student Health Support Plan	- Asthma Action Plan
Attention Deficit Hyperactivity Disorder (ADHD)	- Diagnostic report - Medication Authority form (where required at school) - Personalised Learning Plan (where required) - Student Behaviour Support Plan (where required)	- Diagnostic report - Medication Authority form (where required at school)
Cancer	- Medical Management Plan – Cancer - Student Health Support Plan - Medication Authority form (where required at school)	- Medical Management Plan – Cancer - Medication Authority form (where ongoing use is required at school)
Continence	- Continence Care Plan - Toileting, Hygiene, (and Menstrual) Medical Management Plan - Toileting, Hygiene, (and Menstrual) Learning Plan - Student Health Support Plan	- Continence Care Plan - Toileting, Hygiene, (and Menstrual) Care Plan
Cystic Fibrosis	- Medical Management Plan – Cystic Fibrosis - Student Health Support Plan - Medication Authority form (where required at school)	- Medical Management Plan – Cystic Fibrosis - Medication Authority form (where ongoing use is required at school)
Diabetes	- Diabetes Management and Action Plan - Student Health Support Plan	- Diabetes Management Action Plan
Epilepsy	- Epilepsy Management Plan - Emergency Medication Management Plan (EMMP) - Student Health Support Plan	- Epilepsy Management Plan - Emergency Medication Management Plan (EMMP) (if required)
Eating and drinking care	- Medical Management Plan – Eating and Drinking - Student Health Support Plan	- Medical Management Plan – Eating and Drinking
Transfer and positioning support	- Medical Management Plan – Transfer and Positioning - Student Health Support Plan	- Medical Management Plan – Transfer and Positioning

Complex Care/ More than one condition	- Relevant Medical Management Plan - Student Health Support Plan - Medication Authority form (where required at school)	- Relevant Medical Management Form - Medication Authority form (where ongoing use is required at school)
Other conditions	- General or Condition Specific Medical Management Form (as indicated by the condition) - Student Health Support Plan - Medication Authority form (where required at school)	- Medical Management Form - Medication Authority form (where ongoing use is required at school)