



Our Lady of the Way 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 Our Lady of the Way a Medical Management Plan authorised by the treating medical/health practitioner is required so that the school can enact appropriate care. Our Lady of the Way 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

Our Lady of the Way 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 for | Applicable to | Updated |
|-------------------------------------|--------------------------------|--------------------|-------------------------|------------|
| Medical Management Policy | Link to policy | Principal | Employees Volunteers | March 2024 |
| Administration of Medication Policy | Link to Policy | Principal | Employees Volunteers | March 2024 |

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? |
|---|--|---|
| <p>Parents are informed of how they can communicate medical needs and any changes to the health care needs of their child.</p> | | <p>Parents are provided with information at enrolment and via provision of the Medical Management Policy. Enrolment Packs include advice about the requirement to provide relevant medical information and diagnoses.</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> |
| <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> | | <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. |
| <p>All relevant school staff are provided with training about the requirements for managing student health care needs</p> | | <p>First Aid Officers at Our Lady of the Way School 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 Our Lady of the Way school staff participate in annual CPR training.</p> |

| What will be communicated? | Date/Frequency e.g. termly, annually etc | How will this communication occur? / What is the process? |
|---|--|--|
| | | <p>All Our Lady of the Way school staff participate in [diabetes management, asthma management,</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> |
| <p>Casual Replacement Teachers and Emergency Teachers are informed of Medical Management Policy and Administration of Medication Policy</p> | | <p>All casual replacement teachers, specialist teachers, and emergency teachers and relevant volunteers are provided with:</p> <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:

[MACS Medical Management Policy](#)

[School Medical Management Policy](#)

[MACS Medical Management Procedure Template](#)

[Medical Management Plan](#)

- [Medical Management Plan – for students diagnosed with cancer](#)

[MACS Student Health Support Plan & Guidelines](#)

[Medical Management Flow Chart](#)

[MACS Administration of Medication to Students Procedures](#)

[MACS Administration of Medication to Students - Template for Schools](#)

[MACS Medication Authority Form](#)

[MACS Communication Plan Template](#)

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