



Help for non-English speakers

If you need help to understand the information in this policy please contact Melbourne High School.

Purpose

To ensure that Melbourne High School provides appropriate support to students with health care needs.

Objective

To explain to the Melbourne High School community the processes and procedures in place to support students with health care needs at school.

Scope

This policy applies to:

- All staff, including casual relief staff and volunteers
- All students who have been diagnosed with a health care need that may require support, monitoring or medication at school

Policy

This policy should be read with Melbourne High School's First Aid, Administration of Medication, Asthma and Anaphylaxis Policies.

A Student Health Support Plan must be completed for each student with an identified health care need who:

- Needs medical or health-related support at school
- Has a health care need or condition that may impact the student at school
- Has a health care need or condition that may impact their engagement and participation in education.

A Student Health Support Plan is not required for a student:

- Who has a diagnosed health condition but who does not need any medical or health-related supports or adjustments at school
- With anaphylaxis or an allergy – refer to [Anaphylaxis](#) and [Allergies](#) about the requirements for those conditions
- With well-controlled asthma that does not need any individualised supervision or care as per their provided Asthma Action Plan – refer to [Asthma](#)
- With an Epilepsy Management Plan and Epilepsy Medication Management Plan – refer to [Epilepsy and Seizures](#).

Student health support planning

In order to provide appropriate support to students at MHS who need medical or health related support at school, a Student Health Support Plan will be prepared by the school nurse, in consultation with the student, their parents/carers and student's treating health care team.

When a health care need is identified, the family are provided with a General Medical Advice Form (see attached), to have completed by the students treating doctor/specialist. It then forms the basis of the Health Support Plan.

Student Health Support Plan help our school assist students with:

- Routine health care needs, such as the supervision or provision of medication
- Personal care support needs, such as assistance with personal hygiene, continence care, eating and drinking, transfers and positioning, and use of health-related equipment.
- Emergency care needs, such as predictable emergency first aid associated with asthma, seizure or diabetes management

Students with complex medical care needs, for example tracheostomy care, seizure management or tube feeding, must have a Student Health Support Plan which provides for appropriate staff to undertake specific training to meet the student's particular needs.

At enrolment, or when a health care need is identified, parents/carers should provide accurate information about the student's condition or health care needs, ideally documented by the student's treating medical/health care practitioner on a General Medical Advice Form (or relevant equivalent)

MHS may invite parents/carers to attend family meetings to discuss the contents of the student's Health Support Plan and assistance that the student may need at school or during school activities.

Where necessary, MHS may also request consent from parents/carers to consult with a student's medical practitioner, to assist in preparing the plan and ensure that appropriate staff understand the student's needs. Consultation with the student's medical practitioner will not occur without parent/carer consent unless required or authorised by law.

Student Health Support Plan will be reviewed:

- When updated information is received from the student's medical or health practitioner
- If there is a change in needs or level of support, including where the student is learning to independently manage their condition
- When the school, student, parents/carers have concerns with the support being provided to the student, or
- At least on an annual basis



Management of Confidential Medical Information

Confidential medical information provided to MHS to support a student will be:

- Recorded on the student's medical file
- Shared with all relevant staff so that they are able to properly support students diagnosed with medical conditions and respond appropriately if necessary

Communication

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes and staff training
- Available publicly on our school's website
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Reminders in our school newsletter

Further information and resources

- The department's Policy and Advisory Library (PAL):
 - [Epilepsy and Seizures](#)
 - [Health Care Needs](#)
 - [Health Support Planning Forms](#)
 - [Complex Medical Care Supports](#)
 - [Child and Family Violence Information Sharing Schemes](#)
 - [Privacy and Information Sharing](#)

Policy review and approval

Policy last reviewed	August 2026
Approved by	Principal
Next scheduled review date	August 2030