

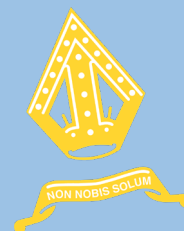
# Lowther Hall

ANGLICAN GRAMMAR SCHOOL

*All about the girl*

# Medical Action Plan Procedure

Date of last review:	2024
Review cycle:	Annual
Review and approval responsibility:	Executive
Category:	Medical
VRQA required:	Yes
Locations:	O:Drive, LowtherLink & Website



# MEDICAL ACTION PLAN PROCEDURE

## MEDICAL ACTION PLAN PROCEDURE

This School believes that the safety and wellbeing of students who are at risk of a treatable medical condition is a shared responsibility between home and school.

Lowther Hall has the responsibility to develop, maintain and update individual student action plans when required and also annually.

The School is committed to:

- Providing, as far as practicable, a safe and healthy environment in which students at risk of a serious medical condition can participate equally in all aspects of the programs and experiences the school provides.
- Ensuring that an individual action management plan is developed for any student diagnosed with a medical condition that relates to a treatable medical condition such as allergy, anaphylaxis, asthma, epilepsy, diabetes etc., the School Principal is responsible for this and also responsible for completing an annual Risk Management checklist.
- Ensuring each staff member and other relevant adults have adequate knowledge of a student's action plan.

## PURPOSE

The aims of this procedure are to:

- Equip staff members to respond appropriately to a serious medical event in a prompt and efficient way to ensure student safety.
- Raise the school community's awareness of the student's medical conditions and their individual treatment plans.
- Ensure that Lowther Hall will fully comply with Ministerial Order 706 and the associated Guidelines published and amended by the Department of Education and Early Childhood Development from time to time

## SCOPE

This procedure applies when a student diagnosed and at risk of a serious medical emergency by a qualified medical practitioner is enrolled at the school. It applies to students enrolled at the school, their parents/guardians, staff and licensees. It also applies to other relevant members of the school, such as volunteers and visiting specialists.

## PROCEDURES

The School will:

- Ensure staff responsible for the student/s at risk of a serious medical illness, will be adequately briefed on the individual student and the required treatment with the first briefing to occur at the beginning of the year, delivered by the registered nurse. Staff briefing must cover:
  - The School's policies and procedures of students with a serious medical illness requiring emergency response.
  - The causes, symptoms and treatment of the condition.
  - The Schools general First Aid and Emergency response procedures, and the locations and access to the appropriate medical equipment/ medications.
- Ensure that all relieving staff, casual relief teachers and other staff who the Principal identifies based on risk assessment are aware of students with an action plan.

# MEDICAL ACTION PLAN PROCEDURE

- Make parents/guardians aware of this procedure, and provide access to it on request
- Encourage ongoing communication between parents/guardians, doctor and staff regarding the current status of the student's medical condition(s).
- Display an ambulance contact card by Reception telephones.
- Comply with the procedures outlined in in this document.

Parents/guardians of students shall:

- Comply with the procedures outlined in this document.

Parents/guardians of a student at risk of a serious medical event:

- Inform staff, either on enrolment or immediately after receiving a new diagnosis, of their daughter's medical condition via the Consent2Go portal via the parent login through LowtherLink
- Provide an in date, colour copy of the student's action plan annually via the Consent2Go portal.
- If their daughter has an anaphylactic reaction, anaphylaxis management plan must be updated as soon as possible with the school post the reaction
- Update Consent2Go profile with any changes to their daughter's medical status prior to their return to school the following day.
- Communicate all relevant information and concerns to staff, for example, any matter relating to the health of the student.
- Comply with the school's policy that no child who has been prescribed an EpiPen/Anapen® is permitted to attend the school or its programs without that EpiPen/Anapen®.
- Action management plans must be updated when a student is participating in an offsite excursion or special even organised or attended by the school via the Consent2Go portal.
- Comply with the procedures outlined in this document.

## PROCEDURES FOR EXCURSIONS, CAMPS AND SPORTS

### ➤ Out of School Settings / Field Trips, Excursions and Sports

- A copy of the Individual Action Management Plan for each student at risk of a serious medical event should be easily accessible and School Staff must be aware of their exact location. All medical action plans will be available via the staff portal on LowtherLink.
- Staff must develop an emergency procedure that sets out clear roles and responsibilities in the event of an event.

## ACCEPTED ACTION PLANS

### ➤ Anaphylaxis and allergy plans

- All action plans must be in date and be updated annually by your daughter's GP or specialist.
- ASCIA are the only accepted template for anaphylaxis and allergy plans
- All action plans should be in colour where possible
- Action plans must be clear and legible
- Anaphylaxis and allergy plans must be written by the GP and have clear information including:
  - Student name
  - Current student photo
  - Allergens
  - GP/ specialist details
  - Date the plan was created
  - Date the plan is due for review (every 12-18 months)
  - Parent contact details

# MEDICAL ACTION PLAN PROCEDURE

- Details of the prescribed medication
- Treatment plan

## ➤ Asthma action plans

- All action plans must be in date and be updated annually by your daughter's GP or specialist.
- All action plans should be in colour if possible
- Action plans must be clear and legible
- The preferred asthma action plan can be accessed via the 'National asthma council' website.

## ➤ Epilepsy action plans

- All action plans must be in date and be updated annually by your daughter's GP or specialist.
- All action plans should be in colour if possible
- Action plans must be clear and legible
- The preferred Epilepsy action plan can be accessed via the 'Epilepsy foundation' website.

## ➤ Diabetes action plans

- All action plans must be in date and be updated annually by your daughter's GP or specialist.
- All action plans should be in colour if possible
- Action plans must be clear and legible
- The preferred diabetes action plan can be accessed via the 'Diabetes Victoria' website.

## ➤ Heart conditions (cardiac) action plans

- All action plans must be in date and be updated annually by your daughter's GP or specialist.
- All action plans should be in colour if possible
- Action plans must be clear and legible

## ➤ Other medical conditions action plans

- All action plans must be in date and be updated annually by your daughter's GP or specialist.
- All action plans should be in colour if possible
- Action plans must be clear and legible