

Medical Management Communication Plan



How staff members and volunteers are informed about students with medical needs

Staff Members and volunteers

Prior to a child with a diagnosed health care need, allergy or relevant medical condition commencing at Iona College, a Medical Management Plan authorised by the treating medical / health practitioner is required so that the school can enact appropriate care. Iona College Geelong will provide each staff member (as appropriate) with access to the Medical Management Policy and teachers will be notified of students that 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

Iona College Geelong provides staff with information about the requirements of the managing health care needs 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	College Website	Principal	Iona College Staff, Students, Parents and Carers.	10/05/2022
Administration of medication procedures	College Website	Principal	Iona College Staff, Students, Parents and Carers.	10/05/2022
Anaphylaxis Policy	College Website	Principal	Iona College Staff, Students, Parents and Carers.	14/02/2022
First Aid Policy and Guidelines	College Website	Principal	Iona College Staff, Students, Parents and Carers.	25/05/2023

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>Termly</p>	<p>This is done on enrolment and via the Medical Management Policy. Enrolment Packs include advice about the requirement to provide relevant medical information and diagnoses.</p> <p>A notice placed in the school newsletter each term advising Parents to keep their child's Operoo profile up to date.</p> <p>All parents of children will be asked to update advice related to any health care needs prior to all excursions and camps.</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</p>
<p>All school staff are provided with information about the requirements for managing student health care needs</p>	<p>Annually</p>	<p>School staff are provided with information annually, on the Medical Management Policy and Students with specific medical health needs.</p> <p>Additional staff meetings/training sessions to update staff on changes in policies, process for review of medical management, updated risk mitigation plans or 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 • Protocols for contacting the College Nurse
<p>All relevant school staff are provided with training about the requirements for managing student health care needs</p>		<p>First Aid Officers and the College Nurse have current first aid certification</p> <p>All school staff have certification in the management of anaphylaxis</p> <p>All school staff and volunteers are provided with a six-monthly anaphylaxis briefing</p> <p>Relevant school staff participate in annual CPR training, diabetes management, asthma management and anaphylaxis management training.</p> <p>Relevant school staff are provided with specialised training if required to implement the medical management plan.</p>



What will be communicated?	Date/Frequency e.g. termly, annually etc	How will this communication occur? / What is the process?
Casual Replacement Teachers and Volunteers are informed of Medical Management Procedures.	On appointment	All casual replacement teachers, specialist teachers, and emergency teachers and relevant volunteers are provided with: <ul style="list-style-type: none"> • information as part of the induction into the school • Information pertinent to their engagement or role and students that they will supervise

Further information

- First Aid Policy and Guidelines
- Medical Management Policy
- Administration of Medication to Students
- Anaphylaxis Policy
- Medication Authority Form

