



MEDICAL MANAGEMENT

Policy

***"But I will restore you to health and heal your wounds,' declares the Lord."
(Jeremiah 30:17)***

1. INTRODUCTION

Our Lady of Sion College seeks to provide, as far as practicable, a safe and supportive environment. The school seeks to facilitate the inclusion and safe participation of all students in the educational experiences offered by the school.

The purpose of this Medical Management Policy is to meet the school's duty of care for its students who have a diagnosed health care, complex care need or medical condition with a view to maintaining and safeguarding the privacy and wellbeing of students in line with our Privacy Policy and Standard Collection Notice.

This Policy must be followed and be readily accessible and available for inspection at all times. This policy outlines the school's duty of care for students who have a diagnosed health, personalised care or complex care need or medical condition(s), with a view to maintaining and safeguarding the privacy and wellbeing of students in line with the Our Lady of Sion College Privacy Policy and Standard Collection Notice. who has a diagnosed health care need, complex care need or relevant medical condition. (It excludes students with allergies or at risk of anaphylaxis – see specific Anaphylaxis Policy for requirements for those conditions).

2. SCOPE

This Policy applies to:

- the Principal, all staff, including casual staff and volunteers
- students who have a diagnosed health care need, personalised care need, complex care need, mobility need or relevant medical condition requiring support at school
- parents/carers of students who have a diagnosed health care need, personalised care need, complex care need, mobility need or relevant medical condition requiring support at school.

3. POLICY

Our Lady of Sion College has a duty of care to support access to education through the management of health care needs, complex medical needs or relevant medical condition(s) diagnosed by a registered medical/health practitioner.

Parents/carers must inform the Principal or delegate of any diagnosed health care, personal care need, complex care or medical condition diagnosed by a registered medical /health practitioner when a student is enrolled at the school.

When a student who has a diagnosed health care need, personal care need, complex care need or relevant medical condition is enrolled at Our Lady of Sion College, reasonable adjustments may be required to support continuity of education and to safeguard the child's safety and ensure that their health and wellbeing is protected during school related activities



3.1 Medical Management documentation

For students with a specific health care, personal care, or complex medical need or a relevant medical condition diagnosed by a registered medical or health practitioner, the College requests that the child's parents/carers and registered medical/health practitioner to stipulate the support requirements.

The General 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, escalated need or ongoing care relating to the child's diagnosed health care need or relevant medical condition.

Students with certain diagnosed medical conditions (e.g. asthma, diabetes, continence or epilepsy) require specific medical management and/or action plans from external associations. Condition specific medical management plan/s are required for students with certain medical conditions (acquired brain injury, cancer, cystic fibrosis) and/or certain personal care needs (toileting/ hygiene/menstrual health, oral eating and drinking, transfer and positioning) should be completed by the relevant registered medical/health practitioner.

Refer to Appendix 1 for further guidance on documentation required to inform the medical management of diagnosed medical/health conditions and/or personal care needs. The Principal 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.

The Principal or delegate develops and documents a Student Health Support Plan using the advice provided by the medical/health practitioner in the General/Condition Specific Medical Management Plan (.g. asthma, diabetes, continence, epilepsy, acquired brain injury, cancer, cystic fibrosis, toileting/ hygiene/menstrual health, oral eating and drinking, transfer and positioning, etc). The Student Health Support Plan will consider how to ensure the student's inclusion access to the educational program and activities offered by the school.

3.2 Establishing and reviewing medical management at school

The general or condition specific Medical Management Plan and Student Health Support Plan must be in place prior to the student commencing attendance at the school. In some instances, it may be necessary to develop an interim, short-term Medical Management Plan and Student Health Support Plan, signed by the Principal/or delegate, while awaiting relevant medical or other information so that the student's participation and attendance is not delayed.

The College may require updated advice where documentation is incomplete, out-of-date or no longer reflective of the presenting student need.

The Principal or delegate ensures all relevant plans and forms pertaining to the student's medical, health or personal care needs should be reviewed annually, following notification/observation of a change to the student's needs, or in response to a particular incident. The Principal or delegate should consider the relevant aspects of school operations to ensure access and participation, including complex care support and training, and seek additional advice where this is deemed necessary to support the student's presenting needs.



The Principal considers the staff who 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.

Student Services staff will maintain a register of students with identified medical/health/personal care condition/s and the management of these conditions.

3.3 Communication plan for medical management

The Principal or delegate is responsible for establishing a review and communication process. All relevant plans and forms pertaining to the student's medical, health care, or personal care needs should be reviewed annually or as indicated by the management plan, when the parents have notified of a change to the student's needs, when the school requires additional information or in response to a particular incident.

The Principal is responsible for ensuring that a communication plan is developed to provide information to families about health or development concerns of students, including how the school provides reasonable adjustments to enable participation in physical education, incursions, excursions, camps and physical activities.

This policy is to be published on the school's website.

4. 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/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 medication 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, cystic fibrosis, 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 a medical condition..

Personal care

Personal care is the support and supervision of daily personal living tasks (e.g. eating, drinking, dressing) and private hygiene (e.g. toileting).

Procedure

A step-by-step or detailed instruction for the implementation of Our Lady of Sion College policy.

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/service hours:

- the campus of the school
- online or virtual school environments made available or authorised by Our Lady of Sion College 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 engaged to perform child-related work for the College
- 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 Our Lady of Sion College.

Student Health Support Plan

The Student Health Support Plan is aligned to the medical management and/or action plan, and must be developed by the school in consultation with the student's parents/guardians/carers at a Program Support Group (PSG) meeting to ensure that



practices and procedures are in place to facilitate access and participation in educational programs.

5. RELATED POLICIES & DOCUMENTS

Supporting documents

Our Lady of Sion College Medical Management Policy
Our Lady of Sion College Medication Authority Form

Related policies

Administration of Medication Policy

Anaphylaxis Policy
First Aid Policy

6. RESOURCES

Specialist advice regarding medical conditions

The following organisations provide specialist advice, medical management templates or training in the management of diagnosed health care needs, allergies or medical conditions, including asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis.

Diabetes

[Diabetes Australia \(Victoria\)](#)
[Diabetes Australia](#)
[Australian Diabetes Society](#)

Anaphylaxis and allergies

[Australian Society of Clinical Immunology and Allergy](#)
[Allergy and Anaphylaxis Australia](#)
[Royal Children's Hospital, Department of Allergy and Immunology](#)

Asthma

[National Asthma Council Australia](#)
[Asthma Foundation Victoria](#)
[Asthma Australia](#)

Coeliac

[Coeliac Australia](#)

Other

[Royal Children's Hospital Complex Care Hub and Schoolcare Program](#)
[Royal Children's Hospital fact sheets](#)
[Epilepsy Foundation of Victoria](#)



7. MEDICAL MANAGEMENT POLICY STATUS AND REVIEW

STATUS OF POLICY	
College Leader Responsible	Deputy Principal Student Wellbeing
Approving Authority	College Leadership Team
Approval Date	July 2026
Date of next review	July 2029
Publication	Website; Staff Portal, Staff Handbook, Onboarding Documentation, Visitor Sign in

Record of Review

Details of Amendments	By Whom	Date
	Deputy Principal Student Wellbeing	July 2026