

# ALLERGY STUDENT HEALTH SUPPORT PLAN - Cover Sheet

This plan outlines how the school will support the student's health care needs, based on health advice received from the student's medical/health practitioner. This form must be completed for each student with an identified health care need (not including those with Anaphylaxis as this is done via an Individual Anaphylaxis Management Plan – see

<http://www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxisschl.aspx>

**This Plan is to be completed by the principal or nominee in collaboration with the parent/carer and student.**

School: Caulfield Junior College		Phone: (03) 9509 6872		
Student's name:		Date of birth:		
Year level:		Proposed date for review of this Plan:		
Parent/carer contact information (1)	Parent/carer contact information (2)	Other emergency contacts (if parent/carer not available)		
Name:	Name:	Name:		
Relationship:	Relationship:	Relationship:		
Home phone:	Home phone:	Home phone:		
Work phone:	Work phone:	Work phone:		
Mobile:	Mobile:	Mobile:		
Address:	Address:	Address:		
Medical /Health practitioner contact:				
<p>Ideally, this plan should be developed based on health advice received via the appropriate Departmental Medical Advice form or in case of asthma, the Asthma Foundation's <i>School Asthma Action Plan</i>. Please tick the appropriate form which has been completed and attach to this Plan. All forms are available from the <a href="#">Health Support Planning Forms – School Policy and Advisory Guide</a></p>				
<table style="width:100%; border:none;"> <tr> <td style="width:50%; vertical-align: top;"> <input type="checkbox"/> <b>General Medical Advice Form - for a student with a health condition</b>  <input type="checkbox"/> <b>School Asthma Action Plan</b>  <input type="checkbox"/> <b>Condition Specific Medical Advice Form – Cystic Fibrosis</b>  <input type="checkbox"/> <b>Condition Specific Medical Advice Form – Acquired Brain Injury</b>  <input type="checkbox"/> <b>Condition Specific Medical Advice Form – Cancer</b>  <input type="checkbox"/> <b>Condition Specific Medical Advice Form – Diabetes</b> </td> <td style="width:50%; vertical-align: top;"> <input type="checkbox"/> <b>Condition Specific Medical Advice Form – Epilepsy</b>  <input type="checkbox"/> <b>Personal Care Medical Advice Form - for a student who requires support for transfers and positioning</b>  <input type="checkbox"/> <b>Personal Care Medical Advice Form - for a student who requires support for oral eating and drinking</b>  <input type="checkbox"/> <b>Personal Care Medical Advice Form - for a student who requires support for continence</b> </td> </tr> </table>			<input type="checkbox"/> <b>General Medical Advice Form - for a student with a health condition</b> <input type="checkbox"/> <b>School Asthma Action Plan</b> <input type="checkbox"/> <b>Condition Specific Medical Advice Form – Cystic Fibrosis</b> <input type="checkbox"/> <b>Condition Specific Medical Advice Form – Acquired Brain Injury</b> <input type="checkbox"/> <b>Condition Specific Medical Advice Form – Cancer</b> <input type="checkbox"/> <b>Condition Specific Medical Advice Form – Diabetes</b>	<input type="checkbox"/> <b>Condition Specific Medical Advice Form – Epilepsy</b> <input type="checkbox"/> <b>Personal Care Medical Advice Form - for a student who requires support for transfers and positioning</b> <input type="checkbox"/> <b>Personal Care Medical Advice Form - for a student who requires support for oral eating and drinking</b> <input type="checkbox"/> <b>Personal Care Medical Advice Form - for a student who requires support for continence</b>
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List who will receive copies of this <i>Student Health Support Plan</i> :				
1. Student's Family    2. Other: _____ 3.				

The following *Student Health Support Plan* has been developed with my knowledge and input

Name of parent/carer or adult/mature minor\*\* student: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*Please note: Mature minor is a student who is capable of making their own decisions on a range of issues, before they reach eighteen years of age. (See: [Decision Making Responsibility for Students - School Policy and Advisory Guide](#)).

Name of principal (or nominee): : \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Privacy Statement  
 The school collects personal information so as the school can plan and support the health care needs of the student. Without the provision of this information, the quality of the health support provided may be affected. The information may be disclosed to relevant school staff and appropriate medical personnel, including those engaged in providing health support as well as emergency personnel, where appropriate, or where authorised or required by another law. You are able to request access to the personal information that we hold about you/your child and to request that it be corrected. Please contact the school directly or FOI Unit on 96372670.

## How the school will support the student's health care needs

Student's name:	
Date of birth:	Year level:
What is the health care need identified by the student's medical/health practitioner? <i>ALLERGY</i>	
Other known health conditions:	
When will the student commence attending school?	
Detail any actions and timelines to enable attendance and any interim provisions:	

**Below are some questions that may need to be considered when detailing the support that will be provided for the student's health care needs. These questions should be used as a guide only.**

Support	What needs to be considered?	Strategy – how will the school support the student's health care needs?	Person Responsible for ensuring the support
Overall Support	<i>Student's personal allergy kit (Action plan, antihistamine etc...) is kept at sickbay at all times, except when children have an excursion or camp.</i>	<i>Sickbay is accessible by all CJC staff at all times .</i>	<i>Parents to bring the kit to school, First aid officer to maintain.</i>
	<i>Students are encouraged to tell a teacher, the First Aid Officer or another staff member as soon as they experience a symptom of allergy.</i>	<i>The medication will be administered by a staff member, in accordance with their personal Action Plan.</i>	<i>Parents and teachers to reinforce the importance for children to recognise and communicate their symptoms.</i>
	<i>The leadership team at CJC conducts a risk assessment to insure there is sufficient trained staff in the school.</i>	<i>The risk assessment is reviewed annually.</i>	<i>Leadership team, or officer assigned by the leadership team to conduct the risk assessment in accordance with the DET.</i>

	<i>In accordance with the DET and CJC's risk assessment, a minimum of 6 staff members are trained in Level 2 First Aid and asthma management. The First Aid room (sick bay) where all the students' action plans &amp; medications are kept is accessible at all times by all staff.</i>	<i>Before the first day of term 1, all teaching staff and some of the support staff at CJC will complete a refresher course in first aid. (including asthma management)</i>	<i>School Principal or an officer assigned by the School Principal to book the course.</i>  <i>Staff to attend the First Aid Course,</i>
	<i>Where possible the medication will be administered in the first aid room to respect the students' dignity, privacy, comfort and safety.</i>	<i>The medication will be administered in accordance with the student's Allergy Action Plan and to respect the students' dignity, privacy, comfort and safety.</i>	<i>The school Principal will ensure we have a fully stocked First Aid Room.</i> <i>The First Aid Officer liaises with parents and carers to keep Plans and medication and other supplies up to date.</i>
<b>First Aid</b>	<i>All CJC teachers and support staff will complete each year a First Aid course including Asthma and Anaphylaxis management before the first day of school. Students are under the supervision of trained staff whilst at school, during incursion and excursions. During excursions, the responsible teacher will collect the student's allergy kit and keep it accessible at all times.</i>	<i>All CJC teachers and support staff will complete a First Aid course including Asthma and Anaphylaxis management before the first day of school</i>	<i>School Principal or nominated officer (to book course).</i> <i>Staff (to attend the course).</i>  <i>Teachers (sign asthma kits in and out).</i>  <i>Parents (provide Plan and medication)</i>
	<i>During camps and excursion, the student medication is to be kept with child the teacher in charge during the activities that the child is attending.</i>  <i>During camp, the student medication is to be kept with their teacher, as close as possible to the child's lodging.</i>	<i>The teacher will verify phone reception on camp or locate the alternate landlines.</i>  <i>The teacher will keep the full address and phone number of the campsite with them at all time.</i>	<i>Teachers attending excursion/camp</i>
<b>Routine Supervision for health-related safety</b>	<i>Does the student require medication to be administered and/or stored at the School? According to the school policy and the DET, each student's with a diagnosed Allergic condition will have stored at sick bay a valid Allergy Action Plan and a medication kit before their first day at school</i>	<i>The school's First Aid Officer will send a written notice regarding the policy. The school First Aid Officer will also send written notices when the Allergy Action Plan or the medication is approaching the expiry date. Parents or carers are responsible to provide a valid Allergy Action Plan signed by their child's medical practitioner along with their medication. The child's medical practitioner will update the plans yearly. Each student's Allergy kit includes a medication log sheet to record each time a medication is administered.</i>	<i>School First Aid Officer (to inform parents and carers).</i>  <i>Parents or carers to book yearly appointment with their child's medical practitioner and provide relevant Action Plans and medication.</i>  <i>Staff to record each time a medication is administered at school.</i>

	<p>Are there any facilities issues that need to be addressed?</p>	<p>The schools' first aid room/sick bay and its content is in accordance with the school's First Aid policy and Risk Assessment.</p>	<p>School Principal First Aid Officer Parents or carers</p>
	<p>Who is responsible for the management of health records at the school? The school's First Aid Officer and the school's administration staff are responsible for keeping the student's health records up to date. In accordance with the school's First Aid policy, the parents or carers are responsible to keep the school informed with any of the student's health concern or medical condition.</p>	<p>All information regarding the student's health and medical conditions remains confidential and will only be used by relevant staff who provide support for the students' health and wellbeing.</p>	<p>Frist Aid Officer Administration staff Teachers Parents and carers</p>
	<p>The support provided to the students in the management of their medical condition will be provided with minimal disruption to their school attendance where possible.</p>	<p>When a student's medical condition requires the student to be away for several consecutive days, the teacher will provide homework to be completed at home\hospital when relevant to ensure minimal disruption of their learning in line with the curriculum.</p>	<p>Teachers Parents or carers</p>
<p><b>Other considerations</b></p>	<p>Are there other considerations relevant for this health support plan?</p>	<p>Students diagnosed with Allergies are required to interrupt any class or activity when needing their medication. At times, temporary special instructions may be requested in writing by the parents or carers. For example the need to stay indoors, sit out certain sports activities etc.</p>	<p>Parents or carers First Aid Officer Class teacher Specialist teachers Other school staff</p>
	<p>Anything else that has not been addressed?</p>		