

1. PURPOSE

Xavier College (the 'College') is committed to establishing and embedding robust student care, safety and wellbeing measures across the College.

The purpose of the Medical Conditions Policy (the 'Policy') is to explain the College's approach to:

This Policy must be followed by all College staff. The Policy is freely available to staff and is made available on the College's intranet.

A copy of this Policy is to be provided to the parents/guardians of a student at enrolment, who has been identified as having a diagnosed health care need, allergy or a relevant medical condition.

3. SCOPE

This Policy applies to any student with a diagnosed health care need, allergy or relevant medical condition and is being educated and cared for by the College, including during any incursions, excursions, camps, immersions or during any overseas travel.

4. POLICY STATEMENT

4.1 Roles and Responsibilities

4.1.1 College Principal

The College Principal is responsible for ensuring that:

- This Policy is documented and approved by the College Board
- All staff members and volunteers understand and implement the requirements in this Policy
- A Communications Plan is documented and executed to ensure that relevant staff members and volunteers are fully aware of students that have been diagnosed with a health care need, allergy or relevant medical condition
- There are systems and procedures to monitor the health, safety and wellbeing of all students being educated and cared for at the College; and
- The medical condition practices and procedures of the College are inclusive in accordance with the College's Ignatian traditions.

4.1.2 Head of Admissions

The Head of Admissions is responsible for:

- Seeking information from parents/guardians, during the College's enrolment process, about any diagnosed health care need, allergy or relevant medical condition in relation to an individual child, including whether a medical practitioner has been consulted in relation to a diagnosed health care need, allergy or relevant medical condition
- Reviewing enrolment records and identifying any children with medical conditions as part of the enrolment and orientation procedures for the College; and
- Recording any prescribed health information and retaining a copy of the Medical

- A parent/guardian of a student communicates any changes to the Medical

5. RELATED LEGISLATION, POLICES, PROCEDURES AND DOCUMENTS

5.1 Related Legislation

Relevant legislation and standards include but are not limited to:

-

APPENDIX A: MEDICAL MANAGEMENT PLAN

This sample Medical Management Plan (or equivalent) template outlines how the College will support the student's health care needs, based on health advice received from the student's medical/health practitioner. This Medical Management Plan (or equivalent) must

<p>First Aid</p>	<p>Does the medical/health information highlight any individual first aid requirements for the student, other than basic first aid?</p>	<p>Discuss and agree on the individual first aid plan with the parent/carer.</p> <p>Ensure that there are sufficient staff trained in basic first aid (see the www.education.vic.gov.au/hrweb/ohs/health/firstaid.htm)</p> <p>Ensure that all relevant school staff are informed about the first aid response for the student.</p>	
-------------------------	---	--	--

