

Re: **Medical Management Plans & Medication Authority Forms for new students**

Dear Parents/Carers,

As part of the Medical Management Policy governing all Melbourne Catholic primary schools, we are now required to have a **Medical Management Plan** for children diagnosed with a medical condition where support will be required at school (including Autism Spectrum Disorder and Attention Deficit Hyperactive Disorder). The plan must be made in consultation with the child's registered medical/health practitioner and the parents/guardians of the child. Please note, if your child has a condition specific plan eg epilepsy, anaphylaxis, asthma or diabetes plan, you are not required to complete a Medical Management Plan (unless they have an additional medical condition).

As a parent/guardian, you are asked to complete the attached **Medical Management Plan**, and if your child will receive medication at school, a **Medication Authority Form** (this can be completed closer to when your child starts at St Brigid's). Both forms will require a signature from your child's medical/health practitioner.

Once the Medical Management Plan has been completed and returned to school, you will be contacted to discuss your child's specific needs and develop a **Student Health Support Plan** with a member of the Wellbeing Team.

The **Student Health Support Plan** details how school staff will provide the required support i.e. who will provide the support, where will medication be stored, process for informing emergency teachers, what will happen on excursions, camps etc.

Again, if your child has a condition specific plan eg an epilepsy, anaphylaxis, asthma or diabetes plan, you are not required to complete a Medical Management Plan. You will however be contacted for an SHS meeting to ensure your child's specific needs are being met (not required for students with asthma).

We thank you for your support in ensuring that all the necessary documentation and requirements are being met, in accordance with school policy. If you would prefer a hard copy, they are available at the school office. If you have any questions, please do not hesitate to contact Chek Stevens via email : cstevens@sbgisborne.catholic.edu.au

Kind regards

Mel Daly
SCHOOL PRINCIPAL



Instructions

All medical management plans should (as relevant to the circumstances) detail the following:

- details of the diagnosed health care need, personalised care need, allergy or relevant medical condition including the severity of the condition and general care requirements
- any current medication prescribed for the child
- the response required from the school in relation to the emergence of symptoms
- any medication required to be administered at school or in response to an acute episode or an emergency
- the response required if the child does not respond to initial treatment
- access to community health services or explicit advice for requesting an ambulance for assistance.

The Medical Management Plan is to be reviewed in line with the requirements outlined in the Medical Management Policy.

St Brigid's Primary School Medical Management Plan

Student Name	Insert photo of student
Student's Date of Birth	
Year level:	
Class cohort:	
Date of this Plan	Date for review (minimum annual review)
Is an interpreter required <input type="checkbox"/> Yes <input type="checkbox"/> No	
Has cultural safety and/or cultural support been considered and offered if relevant <input type="checkbox"/> Yes <input type="checkbox"/> No Comment (if required)	
Parent/Guardian/Carer Contact 1	Parent/Guardian/Carer Contact 2
Name	Name
Relationship	Relationship
Home phone	Home phone
Work phone	Work phone
Mobile	Mobile
Email	Email
Address	Address
Emergency contact (if parent/guardian/carer is not available)	
Name	
Relationship	
Home phone	
Work phone	
Mobile	
Address	

Circulation of the Medical Management Plan

Copies to be provided to

Student's family

Other (please list)

Other (please list)

Implications for education and care (indicate all applicable)

	Impact on attendance onsite at school
	Impact on capacity to maintain attention or participate in routine educational activities
	Limitations on mobility or physical activity, requires mobility support
	Personalised care and support needs (e.g., toileting, feeding, suctioning etc.)
	Requires a Behaviour Support Plan, Safety Plan, or additional supervision, e.g., flight risk, scalability assessment
	Requires communication support or Augmentative and/or Alternative Communication
	Requires complex care (e.g., catheterisation, STOMA care, tracheostomy care, etc)
	Consideration for camps, excursions, incursions and/or other activities of the school
	Consideration for transportation
	Other – please specify (e.g., work experience / education placement)

Please list each diagnosed condition/s and/or health care need identified by the student's medical/health practitioner and required response or adjustment.

(Relevant signs and symptoms of the condition, the severity of the condition, observable behaviours associated with the diagnosis, personalised care and support requirements, activity limitations related to the condition and critical observations/thresholds which indicate need for immediate action, administration of medication or urgent medical attention/ambulance)

Diagnosed condition	Details of relevant implications and management response

List any current medication(s) prescribed for the student. Please note that for the administration of any prescribed or over-the-counter medication required at school, a Medication Authority Form must also be completed and updated as required.

List:

any medication required to be administered at school

any medication to be administered for an acute episode or in an emergency

the response required if the child does not respond to initial treatment

when to call an ambulance for assistance

Name of medication	Medication information/effect/administration advice (nightly, daily etc)
Name of medication	Instructions for administration for an acute episode in response to specific symptoms
Name of medication	Instructions for emergency administration

Please provide any further relevant information to assist the school in supporting the needs of the student at school

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Declaration	
This Medical Management Plan has been developed with my knowledge and input.	
Date	
Name of treating AHPRA** registered health practitioner	
Hospital URL	
AHPRA registration number	
Medical practitioner contact details	
Address	
Email	
Telephone	
Signature of practitioner	
Date	
Parent/Guardian/Carer details or Mature minor*	
Name of parent/guardian/ carer	
Signature	
Date	
Name of parent/guardian/ carer	
Signature	
Date	
Principal details	
Name of principal (or nominee)	

Signature	
Date	

**Mature minor is a student who is determined by the principal to be a mature minor and who is capable of making their own decisions on a range of issues before the age of 18 years.*

** Australian Health Practitioner Regulation Agency <https://www.ahpra.gov.au/>

Privacy Statement

The school collects personal information so as the school can plan and support the health care needs of the student. Without 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 can request access to the personal information that we hold about you/your child and to request that it be corrected. Please contact the school.

Approval authority	Director, Learning and Regional Services
Approval date	16 August 2023
Next review	Feb 2026
Publication details	CEVN



St Brigid's Primary School, Gisborne Medication Authority Form

This form is to be completed where parents/carers request that a student is administered medication at school or during a school activity. The principal or their delegate must approve all ongoing and regular administration of medication (over the counter or prescription) by the school and in most cases, medication must not be administered to a child being educated and cared for unless this form is signed by an AHPRA registered medical practitioner or pharmacist.

The principal or delegate may agree to proceed with the authority of parent/guardian/carer signature without the authority of an AHPRA registered medical practitioner or pharmacist. This would only occur in rare cases, for example, short term (1-2 days) administration of over-the-counter medication at school or on off-site activities such as camps. No medication will be administered beyond the instruction on the original packaging unless recommended by an AHPRA registered medical practitioner or pharmacist.

Schools require written permission for students to self-administer their medication from parents/guardians, in consultation with registered medical or health practitioners to determine appropriate age and situation under which the student can self-administer their medication.

Parents/carers must ensure that medication brought to the school is in its original package with original labels. Please note, school staff will seek emergency medical assistance if there are concerns about a student's condition following the administration of medication.

Student details

Name of student				Date of birth	
Date of Medical Management Plan (if relevant)		MedicAlert Number (if applicable)		Date for Medication Authority Form	

Requirement for medication to be administered at school

Please outline the reasons for the administration of medication at school. For ongoing medical conditions, this should generally be supported by a Medical Management Plan or a letter from the student's treating health practitioner (e.g. diagnosis of ADHD requiring administration of Ritalin at school) (see the school's Medical Management Policy for further information).

For short term use or once off (1-2 days), please also describe the reasons for administration of medication at school.

Medication to be administered at school

Name of Medication	Dates to be administered <input type="checkbox"/> Ongoing <input type="checkbox"/> Short term Start: End	Time/s to be taken	Dosage	Method (e.g. topical, oral, injected)	Supervision required? <input type="checkbox"/> No – self managed by student <input type="checkbox"/> Yes <input type="checkbox"/> Remind <input type="checkbox"/> Observe <input type="checkbox"/> Assist <input type="checkbox"/> Administer
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Medication taken to / stored at the school – Storage requirements

Indicate if there are any specific storage instructions for any of the required medications:

Supervision required

Students in the early years will generally need supervision of their medication and other aspects of health care management. In line with their age and stage of development and capabilities, older students can take responsibility for their own health care. Self-management should be agreed to by the student and their parents/carers, the school and the student's medical/health practitioner.

Please describe whether supervision or assistance is required by the student when taking medication at school (e.g. remind, observe, assist or administer):

Please indicate if permission is provided for the student to carry their medication (that does not have special storage requirements):

Authorisation to administer medication in accordance with this form

Parent/Guardian/Carer 1 Name		Parent/Guardian/Carer 2 Name	
Signature		Signature	
Date		Date	

Please have an AHPRA registered medical practitioner or pharmacist complete the following section for ongoing use of prescription and/or over the counter medication

Practitioner name			
Name of health practice			
Address			
Telephone		Email	
AHPRA registration number		Patient URL number	

Signature

Date

Privacy statement

We collect personal and health information to plan for and support the health care needs of our students. Information collected will be used and disclosed in accordance with St Brigid's Primary School published Privacy Policy.

Approval authority	Director, Learning and Regional Services
Approval date	17 August 2023
Next review	April 2025