



## Kolbe Catholic College Medical Management Communication Plan

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

#### Staff Members and volunteers

General information about how communication will occur and where to find the medical management and health plans for students who have a diagnosed health care need, allergy or relevant medical condition and how staff will be informed of requirements.

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

Kolbe Catholic College provides staff with information about the requirements for managing health care needs, mobility needs and/or personalised care and support 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	Director of Risk, Compliance and Sustainability	All staff	October 2025
Administration of Medication Policy	College website	Director of Risk, Compliance and Sustainability	All staff	October 2025
Anaphylaxis Policy for MACS Schools	College website	Director of Risk, Compliance and Sustainability	All staff	October 2025
Medical Management Procedures	College website	Director of Risk, Compliance and Sustainability	All staff	October 2025

## 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?
Parents are informed of how they can communicate medical needs and any changes to the health care needs of their child.	<p>Upon enrolment.</p> <p>In each school newsletter.</p> <p>Prior to excursions and camps.</p> <p>Outside of scheduled notification process.</p>	<p>Parents are provided with information at enrolment and via provision of 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 of communicating with the school about new or updated medical conditions or administration of medication, etc.</p> <p>All parents of children will be asked to update advice related to any health care needs, personalised care needs in a timely manner prior to all excursions and camps to allow appropriate arrangements to be made.</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, support needs or medication requirements.</p> <p>Parents of children with existing completed Medication Authority forms 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, support needs or medication requirements.</p>
All school staff and volunteers are provided with information about the requirements for managing student health care needs, medical needs or personal care and support needs.	<p>Upon enrolment.</p> <p>Prior to excursions and camps.</p> <p>Outside of scheduled notification process.</p>	<p>School staff and volunteers are provided with information as part of the induction into the school, on the Medical Management Policy and Administration of Medication Policy – including in the staff induction manual, as well as annual teacher briefings.</p> <p>Additional staff meetings/training sessions to update staff on changes in policies, processes for review of medical management, updated risk mitigation plans or management of newly diagnosed conditions.</p> <p>Staff are provided with details about:</p> <ul style="list-style-type: none"> <li>• where the Medical Management Plans, Student Health Plans and medication are located</li> <li>• protocols for the use of children's health care information for the purpose of the health, safety and wellbeing of the child</li> <li>• staff trained in specialised procedures</li> <li>• protocols for contacting an additional First Aid Officer.</li> </ul>
All relevant school staff are provided with training about the requirements for managing	<p>When certification is due for renewal.</p> <p>When new staff commence.</p>	<p>First Aid officers at both campuses of Kolbe Catholic College have current first aid certification.</p> <p>Principal to ensure appropriate number of school staff are currently certified in the Management of anaphylaxis and administration of auto-injectors.</p>

What will be communicated?	Date/Frequency e.g. termly, annually etc	How will this communication occur? / What is the process?
student health care needs		<p>All school staff and volunteers are provided with a six-monthly anaphylaxis briefing.</p> <p>All school staff participate in annual CPR training.</p> <p>All school staff participate in asthma management briefings.</p> <p>All school staff have access to complete diabetes training.</p> <p>Relevant school staff are provided with specialised training if required to implement the medical management plan, health support and/or personalized care plan.</p>
Casual Replacement Teachers and Emergency Teachers are informed of Medical Management Policy and Administration of Medication Policy	When casual and emergency teachers commence.	<p>All casual replacement teachers, specialist teachers, and emergency teachers and relevant volunteers are provided with:</p> <ul style="list-style-type: none"> <li>• information as part of the induction into the school, in the staff induction manual</li> <li>• information pertinent to their engagement or role and students that they will supervise.</li> </ul>

## Further information

Refer to:

- Medical Management Plan Template
- Student Health Plan
- Administration of Medication to Students – Procedures
- Medication Authority Form
- Communication Plan for Medical Management

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