

Y Whittlesea

Medical Conditions Policy - Y Community School

1. Purpose:

The purpose of this policy is to ensure that students who have medical conditions are appropriately supported and the school is able to respond to their medical needs and ensure their safety.

2. Scope:

This policy applies to all Staff, Volunteers and Board Members of Y Whittlesea and all parents/carers, students and staff who access or work at The Y Vocational School.

This policy covers the requirements for any student on the school site or attending a school event or activity who has a diagnosed medical condition which may impact their schooling or wellbeing whilst at school.

This policy does not cover Staff Volunteers and Board Members of the Y Whittlesea involved in other areas of the Y's services and business.

3. Principles:

The school and its staff have a duty of care towards all students.

Students deserve whatever support the school can reasonably provide to manage their medical conditions and participate as fully as possible in education.

The school has a moral and legal obligation to protect the safety and wellbeing of all students including those with a medical condition.

The school is not a medical authority and school staff are not responsible nor qualified to diagnose or treat students with significant medical conditions or illness.

4. Definitions:

- **'The Y' or 'Y' or 'Y Whittlesea'**: refer to YMCA Whittlesea Inc and YMCA Whittlesea Community Services.
- **School**: refers to the Y Community School noting that the legal entity through which the school is registered is YMCA Whittlesea Community Services.
- **Staff**: any person performing duties on behalf of the Y Community School be they an employee, volunteer, trainee or contractor.
- **Medical condition**: a disease, illness or injury which may be physical, mental or psychological and which has been diagnosed by a medical professional in the relevant area.
- **Parent**: The term parent is used to refer to parent(s), and legal guardians. In the case of students who are adults or who have been deemed to have independent status the parent refers to the student and they should sign this agreement in their own right. There may be instances where a disengaged young person resides with an adult carer who does not have legal status as their legal guardian. In this instance, where all reasonable attempts to contact a parent have been undertaken and an Informal Carer Statutory Declaration has been completed, that carer may sign documents in the place of the parent.

5. Policy:

To enable the school to support students who have a medical condition, the school will collect information about medical conditions and the requirements of those students.

As part of the enrolment process parents will be provided with forms to disclose information regarding their child's medical conditions and will be informed that they should update the school about any changes in their child's medical status once they have been enrolled.

Where the school becomes aware of an undisclosed medical condition which might impact the safety and / or participation of a student, for instance through direct disclosure by a student, the school will contact the parents to discuss this and seek further information.

Where students require medication at school the Administration of Medicines Policy should be followed.

5.1 Conditions requiring specialist support:

Where the school deems there is sufficient need to do so, to be able to protect the safety and wellbeing of a student, it may ask the parents to provide a management plan completed by a medical professional.

Where a student has a medical condition which might require specialist knowledge and support, the school will work with the relevant support agencies (eg. epilepsy foundation) or medical professionals to ensure the relevant staff are trained to provide support as required. This will include the school's first aid officer and staff who regularly work directly with that student and / or other staff as agreed with the student and their family.

5.2 Self-management of medical conditions:

Students who are capable of managing their own medical conditions will be encouraged and supported to do so. In determining whether a student can self-manage their condition the school will discuss the requirements for this with the student and their Parent. The decision as to whether self-management is appropriate will be made by the Campus Principal or Wellbeing Leader and will be based on the assessed risks.

Given the goals of the school to empower student and the needs of students to progress towards independence and further study or employment, the school will, wherever appropriate, support students who are not yet ready to self-manage to become confident and capable to do so.

In supporting students to self-manage their medical conditions the school should consider providing access to appropriate spaces, for instance the first aid room, and facilitating access by support agencies and medical professionals.

5.3 Excursions:

In planning for excursions every attempt should be made to accommodate all students including those with medical conditions or disabilities.

Where relevant the requirements of these students should be planned for and recorded in the excursion risk management template. Staff are required to follow the strategies recorded in the risk management template.

As part of the excursion consent process, parents must be asked to update any medical information prior to the excursion.

Up to date information regarding the medical conditions of students attending an excursion must be printed and kept with the supervising teacher.

All excursions must have a staff member trained in first aid in attendance and carry a first aid kit.

Any medications or medical needs required by students in attendance must be carried by the supervising teacher or first aid trained staff member.

The requirements of the risk management process as recorded in the Risk Management Template must be followed to ensure safety.

5.4 Student illness while at school:

Unwell students should not attend school unless a management plan has been agreed with parents in support of a known medical condition. Communication with parents will emphasise the need for parents to provide care for and keep students at home if they are unwell.

If a child feels significantly unwell at school, the school will contact the student's family and / or seek medical assistance.

5.5 Accident and injury:

Where accident and injury occurs as part of a medical condition the first aid policy should be followed together with any details recorded in the students medical management plan.

5.6 Privacy:

The school is obliged to protect the privacy of students and will not disclose any information regarding their medical condition unless this is required by law, to ensure the student's safety or with the student or their parent's consent.

Where a student's medical condition requires treatment at school this will be performed discreetly, privately and in a manner and place agreed with the student and their family.

6. Related policies:

- YCS Administration of Medicine Policy
- YCS First Aid Policy

7. Related procedures and supporting documents:

- YCS Enrolment Form
- YCS Administration of medicines permission form.
- YCS Administration of medicine record

8. Legislative and Industry Requirements:

- [Link](#) to Legislative Compliance Register

9. Consequences of breaching this policy:

All elements of this policy must be adhered to, and any breach will be dealt with in accordance with the [YMCA Whittlesea Disciplinary and Termination Policy](#).

10. Variations:

Y Whittlesea reserves the right to vary, replace or terminate this policy from time to time.

11. Policy owner:

The Executive Manager School is responsible for keeping this policy current - including making amendments as required, and regular reviews as scheduled.

12. Document Control:

Review of this policy will be undertaken every 2 years, or prior as required by law, in consultation with appropriate Y People.

Policy available on Y-MAC>Communication>Manuals and Files>Policies and Procedures

This document is due for review on 1/03/2026.

Version:	Description of Amendment	Amended by	Approver and date	Release Date
3.0				
2.0				
1.0	Policy created	Paul van Breugel	Executive Management Team 19/6/23	