

Schoolcare Program

Guidelines



Published by Wellbeing, Health and Engagement Division
Department of Education and Training
Melbourne
September 2015

© State of Victoria (Department of Education and Training) 2015

The copyright in this document is owned by the State of Victoria (Department of Education and Training), or in the case of some materials, by third parties (third party materials). No part may be reproduced by any process except in accordance with the provisions of the Copyright Act 1968 the National Education Access Licence for Schools (NEALS) (see below) or with permission.

NEALS is an educational institution situated in Australia which is not conducted for profit, or a body responsible for administering such an institution may copy and communicate the materials, other than third party materials, for the educational purposes of the institution.

Authorised by the Department of Education and Training
2 Treasury Place, East Melbourne, Victoria, 3002.

This document is also available on the internet at
<http://www.education.vic.gov.au/about/programs/needs/Pages/programsupp.aspx>

Table of Contents

1. Introduction	3
Student Health Support	3
Schoolcare Program Eligibility Requirements	3
2. Application Process.....	4
Student Support Groups	4
Submitting the Documentation.....	4
3. Referral Timelines.....	5
4. Administration Process	5
5. Training Provided	5
6. Further Information	6
School Policy and Advisory Guide.....	6
Epilepsy Foundation of Victoria	6
Stomal Therapy Clinic	6
7. Attachment 1	7

1. Introduction

The Schoolcare Program (SCP) is a service provided by the Department of Education and Training (the Department) in partnership with the Royal Children's Hospital, RCH@Home, which provides Victorian government school staff with the skills and knowledge to support students who have complex medical needs.

The Schoolcare Program enables students with ongoing complex medical needs to have their health care requirements met safely at school. This service provides specialist training to staff who deliver interventional medical care to students whilst they are attending school.

Please note that schools are not mandated to access specialist training from the Schoolcare Program; in many instances specialist training can be sourced either from local health service providers, or from appropriately qualified nurses in specialist schools.

Student Health Support

The majority of health care needs for students are managed by schools utilising existing resources, and a referral to the Schoolcare Program is not appropriate.

A Student Health Support Plan (or in the case of Anaphylaxis an Anaphylaxis Management Plan) is required for any student with an identified health care need, guided by medical advice received by the student's medical/health practitioner and developed in consultation with the student and student's parent/guardian/carer(s).

Detailed advice and condition specific Student Health Support Plan templates are available in the School Policy and Advisory Guide for a range of conditions; including epilepsy, asthma, cystic fibrosis, anaphylaxis, and diabetes at: <http://www.education.vic.gov.au/school/principals/spag/health/Pages/conditions.aspx>

Seizure Management

Schools seeking professional development or training relating to the support needs of students with epilepsy should contact the Epilepsy Foundation of Victoria on 1300 852 853 or epilepsy@epilepsy.asn.au. Curriculum materials and classroom support are also available.

Catheterisation

Schools seeking training relating to the support needs of students requiring catheterisation should contact the Royal Children's Hospital Stomal Therapy Clinic on 9345 5338 (pager # 5338).

Schoolcare Program Eligibility Requirements

The Schoolcare Program is available to students with complex medical care needs who require regular interventional medical procedures during the school day and where the staff members require specific training in order to be able to perform these procedures. This program is available where the student would not be able to attend school without the procedure being performed. A list of example support procedures for which specific training is provided via the Schoolcare Program is included in Attachment 1.

Eligibility is based on the student's medical condition and his or her medical care needs while attending school, and is determined by the Department in consultation with the Schoolcare Program staff at RCH@Home, Royal Children's Hospital.

2. Application Process

Student Support Groups

A Student Support Group must be established and maintained to plan and implement the educational support program for the student. A Student Support Group is a cooperative partnership between the parent/guardian/carer(s), school representatives and professionals to ensure coordinated support for the student's educational needs.

The Student Support Group will have a key role in advising the principal on the educational program for the student and the nature of the resources required to support the student's medical needs.

For further information refer to the Student Support Group Guidelines available at:

<http://www.education.vic.gov.au/school/teachers/teachingresources/diversity/pages/handbook.aspx>

Submitting the Documentation

Referrals to the Schoolcare Program must be submitted by a Victorian government school and must be completed jointly with the student's parent/guardian/carer(s) and the medical practitioner.

All referrals to the program must be made on the referral form available at:

<http://www.education.vic.gov.au/about/programs/needs/Pages/programsupp.aspx>

Completed applications should be **mailed** to the following address:

Schoolcare Program
Resources Coordination Group
Wellbeing, Health and Engagement Division
Department of Education and Training
GPO Box 4367
MELBOURNE 3001

Or

Scanned and **emailed** to: schoolcare.program@edumail.vic.gov.au

It is essential that all necessary details are included in the referral form. The following checklist sets out the required documentation.

- Part A – Parent consent and Student details
- Part B – School details
- Part C – Medical information

Incomplete referral forms will be returned to the school for completion and resubmission. No training can be provided by RCH@Home until a fully completed referral is received.

3. Referral Timelines

It is recommended that the student's parent/guardian/carer(s) are notified of the following timelines in advance to ensure relevant appointments can be arranged for the student's medical practitioner to complete Part C (Medical information) of the Referral Form.

Existing Schoolcare Program students: In order for RCH@Home staff to deliver relevant and appropriate training, the Schoolcare Program Referral Form must be submitted each year to ensure an accurate profile of a student's current medical needs is obtained. It is recommended that the referral form be submitted by mid-November to assist the Department with program delivery planning.

New Referrals: New referrals should be submitted as early as possible before commencement of the school year to assist with program delivery planning.

Late Referrals: Referrals can be received at any time during the year for students with deteriorating conditions or students transferring into government schools. Training will be arranged to support eligible students as soon as possible once all required documentation is received.

If referrals are received after **1 July** and Schoolcare Program training is required again for the following year, then schools must still complete a new referral with updated staffing details and signed parent consent. However, updated medical information is not required under these circumstances unless the student's medical condition and needs have changed.

4. Administration Process

After a referral has been received by the Department it will be considered in consultation with the RCH@Home staff to determine eligibility for the program.

Once eligibility has been confirmed, the nominated school contact person will be notified to arrange a suitable time to provide the training. Where possible, schools are asked to be flexible in accommodating these arrangements to assist the Department in scheduling training sessions for all referring schools across Victoria during peak demand periods.

If the referral is not appropriate for the Schoolcare program, the school will be provided with advice by the Department regarding other suitable support arrangements.

5. Training Provided

Training is provided to the school staff with responsibility for caring for the student. In most instances, this will be the Education Support staff. It is recommended that the training is provided to a small number of staff members (e.g. 2-4) who have frequent and ongoing responsibility for the student's medical support needs. It is not appropriate for larger numbers of staff with limited responsibility for complex medical care to undertake Schoolcare Program training, as infrequent practice of the medical procedures raises unacceptable risks of mismanagement. Education of whole staff should be sourced from other providers.

Schoolcare Program nurses will aim to offer group sessions (e.g. 2-4), where possible. To assist an efficient service, it is recommended that schools prioritise these sessions, and make appropriate arrangements to ensure all nominated staff are available for the training. It is acknowledged some staff are employed on a part-time basis, and arranging group sessions may require flexibility with staff timetabling and/or arranging replacement staff to ensure their full participation.

Prior to training, school staff are required to complete the Hand Hygiene Online Learning Package 'Standard module' available at <http://www.hha.org.au/LearningPackage.aspx>.

There are two levels of training provided and this is based on the complexity of the student's medical needs.

Level 1 involves the development of a child-specific care plan and training program, an education session, and a training session.

Level 2 is appropriate for more complex medical needs with longer training sessions and includes the development of a 'child-specific care manual' including child-specific care pages, theory training, written and practical assessment, and a mid-year review.

The level of training provided will be determined by the Department in consultation with Schoolcare Program staff at RCH@Home, Royal Children's Hospital.

6. Further Information

Department of Education and Training
Wellbeing, Health and Engagement Division
Telephone: (03) 9651 6301
Email: schoolcare.program@edumail.vic.gov.au

School Policy and Advisory Guide

<http://www.education.vic.gov.au/school/principals/spag/Pages/spag.aspx>

Epilepsy Foundation of Victoria

<http://www.epinet.org.au>

Stomal Therapy Clinic

Telephone: (03) 9345 5338 (pager # 5338)

7. Attachment 1

The following list includes examples of the procedures for which Schoolcare Program training is provided:

Oxygen

- maintenance of oxygen supply and tube patency
- maintaining skin integrity, in the case of nasal cannulas and face masks
- ensuring appropriate humidification
- observation of child's general health status and adjustment of oxygen level according to set criteria
- awareness of dangers of oxygen therapy and prevention of complications
- change of oxygen cylinders as required

Tracheostomy care

- infection control
- use of correct humidification
- ensuring clear airway and using suction and saline as required
- ability to effect efficient tube change if unable to be cleared of blockage
- implementation of emergency procedures around respiratory needs as required

Suction

- infection control
- knowledge of when to suction and why
- use of correct suctioning technique for specific child
- awareness of specific types of mucus to observe for and reporting of abnormalities to relevant people
- prevention of complications of incorrect suction procedure—vomiting, aspiration and damage to mucous membrane

Tube feeding (nasogastric or gastrostomy feeding)

- infection control
- use of correct methods to check position of nasogastric tube
- administering correct volumes of feed at regular intervals, at correct rate and temperature, specific to individual child
- use of feeding pump as required
- ensuring stomach is empty of excess air
- cleaning of equipment

Management of faecal output

- ileostomy and colostomy management
- regular emptying of pouch
- changing of pouch as required
- adequate protection of the stoma
- appropriate surrounding skin care management
- complete flange changes, as required