HEALTH CARE NEEDS POLICY

Global Village Learning Ltd

Proprietor	Global Village Learning Ltd (ABN 52 090 773 470)
School	Global Village Learning, New Gisborne Campus
Policy owner	Board of Directors
Responsible officer	Executive Director, with Wellbeing Coordinator for day-to-day implementation
Date adopted	April 2026 (originally adopted 2025; reformatted October 2026)
Review cycle	Every three years
Next review	2029
Regulatory context	ETR Act 2006 (Vic); Schedule 4 clause 12, ETR Regulations 2017 (Vic); VRQA Guidelines to the Minimum Standards – Standard 7 (Care, safety and welfare of students); Disability Discrimination Act 1992 (Cth); Disability Standards for Education 2005; Privacy Act 1988 (Cth); Health Records Act 2001 (Vic).

1. Purpose

To ensure that Global Village Learning (GVL) provides appropriate support to young people with health care needs, and that processes for identifying, documenting and responding to those needs are clear and consistent.

2. Scope

This Policy applies to:

- All Guides, education support Guides, casual relief Guides and volunteers.
- All young people diagnosed with a health care need that may require support, monitoring or medication at GVL.

This Policy should be read together with GVL's First Aid, Anaphylaxis, Asthma and Medication Policies.

3. Policy statements

3.1 Young Person Health Support Planning

To provide appropriate support to young people who may need medical care or assistance, a Young Person Health Support Plan is prepared by the Wellbeing Coordinator in consultation with the young person, their parents, carers and treating medical practitioners.

A Young Person Health Support Plan helps GVL assist young people with:

- **Routine health care support needs,** such as supervision or provision of medication.
- **Personal care support needs,** such as assistance with personal hygiene, continence care, eating and drinking, transfers and positioning, and use of health-related equipment.
- **Emergency care needs,** such as predictable emergency first aid associated with asthma, seizure or diabetes management.

Young people with complex medical care needs (for example, tracheostomy care, seizure management or tube feeding) must have a Young Person Health Support Plan that provides for appropriate Guides or education support Guides to undertake specific training to meet their particular needs.

3.2 At enrolment and on identification

At enrolment, or when a health care need is identified, parents and carers provide accurate information about the young person's condition or health care needs, ideally documented by their treating medical or health practitioner on a Medical Advice Form or equivalent.

GVL may invite parents and carers to attend a Learning Huddle or dedicated Young Person Support Group meeting to discuss the contents of the Plan and the assistance the young person may need at GVL or during GVL activities.

Where necessary, GVL may also request consent from parents and carers to consult with the young person's medical practitioners, to assist in preparing the Plan and to ensure that appropriate Guides and education support Guides understand the young person's needs. Consultation with a medical practitioner will not occur without parent or carer consent unless required or authorised by law.

3.3 Review of Young Person Health Support Plans

Young Person Health Support Plans are reviewed:

- When updated information is received from the young person's medical practitioner.
- When GVL, the young person, or parents and carers have concerns about the support being provided.
- When there are changes to the support being provided.
- On an annual basis as a minimum.

3.4 Management of confidential medical information

Confidential medical information provided to GVL to support a young person will be:

- Recorded in the young person's file in Compass.
- Shared with Guides and education support Guides who need to know in order to provide appropriate care.

- Stored securely in accordance with GVL's Privacy Policy, the Privacy Act 1988 (Cth), and the Health Records Act 2001 (Vic).
- Retained and disposed of in accordance with the Public Records Act 1973 (Vic).

Medical information will not be shared outside GVL without the consent of the young person's parents or carers, unless required or authorised by law.

3.5 Medication at GVL

Where a young person requires medication at GVL, the processes set out in the Medication Policy apply. A Medication Authority Form is required and administration is recorded in Compass.

3.6 Offsite activities, camps and excursions

When planning an offsite activity, the Guide in charge consults Young Person Health Support Plans for all participating young people and ensures that:

- Relevant medication and medical equipment is packed and accessible.
- Trained Guides are present for any young person with specific emergency care needs.
- Parents and carers are consulted about any additional considerations.
- Risk management documentation reflects individual health care needs.

3.7 Unexpected health incidents

If a young person experiences an unexpected health incident at GVL, Guides will:

- Follow any Young Person Health Support Plan that is in place.
- Administer first aid in accordance with the First Aid Policy.
- Call Triple Zero "000" if the incident is a medical emergency.
- Contact parents or carers as soon as reasonably practical.
- Record the incident in Compass Chronicle and, where relevant, on an Incident Form.

4. Roles and responsibilities

Role	Responsibilities
Executive Director	Oversees implementation of this Policy and ensures GVL's systems support safe care for young people with health care needs.
Wellbeing Coordinator	Leads the preparation and review of Young Person Health Support Plans, is the first point of contact for families, and coordinates relevant training for Guides.
Hub Leads	Ensure Guides in their hub are briefed on Young Person Health Support Plans for young people in their care and that routines support the Plan.
Guides and education support Guides	Know the Young Person Health Support Plans for young people in their hub, follow them consistently, and escalate concerns early.

Role	Responsibilities
Parents and guardians	Provide accurate and current medical information, supply any medication or equipment required, and participate in Plan review.
Young people	Participate in developing their own Plan where age- and capability-appropriate, and know who to go to if they feel unwell.
Board of Directors	Owns this Policy and receives aggregate reporting on health care support provision annually.

5. Communication of this Policy

- Available publicly on the GVL website.
- Included in Guide induction and ongoing professional learning.
- Introduced to families in the enrolment pack.
- Discussed at Guide briefings and meetings as required.
- Hard copy available from the Campus Manager on request.

6. Review

The GVL Board reviews this Policy every three years, and immediately following any significant incident, change in regulation, or change in the evidence base for health care support in schools.

7. Related documents

- First Aid Policy
- Anaphylaxis Policy
- Asthma Policy
- Medication Policy
- Mental Health and Wellbeing Framework (TORA)
- Privacy Policy
- Young Person Health Support Plan template
- Medical Advice Form
- Emergency Management Plan (EMP)

Endorsement

Endorsed by the Global Village Learning Board of Directors in October 2026.

Next scheduled review: 2029.