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|  | **Schoolcare** **Program****Referral Form**  |

# Schoolcare Program

The Schoolcare Program is a service provided by the Department of Education and Training (the Department) in partnership with the Royal Children’s Hospital (RCH).

The RCH provides Victorian government school staff with the skills and knowledge to appropriately support and care for students who have ongoing complex medical needs through the Schoolcare Program.

The Schoolcare Program enables students with ongoing complex medical needs to have their health care requirements met safely at school. The Department, through your child’s school, collects relevant health information about your child through this referral process, and provides this information to RCH. RCH develops a child-specific care plan for your child based on that information. RCH nurses will attend your child’s school and provide specialist training to nominated school staff. The nominated school staff then provide interventional medical care to your child when he or she is at school, consistent with the care plan.

This program is available to students who would be unable to attend school without the procedure being performed by appropriately trained staff.

Further information about the Schoolcare Program may be found in the Schoolcare Program Guidelines at: [www.education.vic.gov.au/school/teachers/health/Pages/programsupp.aspx](http://www.education.vic.gov.au/school/teachers/health/Pages/programsupp.aspx)

# Referral Timelines

**Existing Schoolcare Program students:** In order for RCH 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 **by the end of November** to assist with program delivery planning for the following year.

**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.

# Parent Information

# Collection of Information

The Department, which includes all Victorian government schools, must comply with Victorian privacy law and applicable Department and school-level privacy policies. When collecting, using and disclosing personal and health information about your child, all Department and school staff must comply with the *Privacy and Data Protection Act 2014* (Vic) *and Health Records Act 2001* (Vic) (collectively, **Victorian privacy law**).

Collecting, using and disclosing your child’s health information

Through this referral process, your child’s school is collecting your child’s health information to enable RCH and the school to provide the Schoolcare Program to your child. This means that your child’s school will disclose your child’s health information to RCH, so that RCH and your child’s school (on behalf of the Department) can then:

* process this referral to the Schoolcare Program
* assess the service your child requires
* enable the Schoolcare Program staff to develop a child-specific care plan for your child
* enable RCH to train school staff to support your child’s health needs while at school
* enable your child’s school, on behalf of the Department, to fulfil various legal obligations, including its duty of care to your child.

Your consent on this form will remain current for 12 months. You may then renew your consent if appropriate. The Department’s Information Privacy Policy is at this link:

[www.education.vic.gov.au/school/principals/spag/governance/Pages/privacy.aspx](http://www.education.vic.gov.au/school/principals/spag/governance/Pages/privacy.aspx)

The RCH must also comply with the *Health Records Act 2001* (Vic) when handling your child’s health information. Contact RCH directly for a copy of their privacy policy.

# Security and Retention of Information

The Department, including your child’s school, respects the privacy of every person. Information you provide is held securely at the school. The information collected will only be disclosed to the RCH’s Schoolcare Program as described on this form. Otherwise, the Department and your child’s school will only disclose your child’s personal and health information with your written consent or as required or permitted by law. A copy of your child’s care plan will be provided to you.

Transfers to another Victorian government school

Importantly, the Department, including all Victorian government schools, is a single legal entity. This means that if your child transfers to another Victorian government school, your child’s health information, including as collected through this process, will be transferred to that new school. This will occur even if your child is no longer receiving the Schoolcare Program. This is because that information is required to enable the Department, including the new school, to fulfil legal obligations, including its duty of care to your child.

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# Parent consent

# Part A To be completed by Parent/Guardian/Carer

**Collecting personal and health information about your child**

**By providing consent you are consenting to your child’s school, on behalf of the Department, collecting health information about your child so that they can be supported through the Schoolcare Program, as described in the ‘Schoolcare Program Referral Form’ above.**

I consent to my child’s school, on behalf of the Department, referring my child to the Royal Children’s Hospital (RCH), for Schoolcare Program support.

I also specifically consent to:

* my child’s school, on behalf of the Department, sharing my child’s health information to the Schoolcare Program staff
* my child’s medical practitioner/s nominated below providing health information to my child’s school and RCH, through this process, to deliver the Schoolcare Program
* the school sharing my child’s health information with other school staff who ‘need to know’ to enable the school to:
(a) deliver the Schoolcare program to my child
(b) fulfil the school’s legal obligations, including its duty of care to my child.

I understand I will be consulted and included in discussions relevant to the Schoolcare Program.

**Training and procedures**

**By providing consent you are consenting to RCH staff from the Schoolcare Program delivering training to school staff, to enable the trained school staff to support your child at school**.

* I understand the Schoolcare Program will provide training to the nominated school staff regarding the medical support needs of my child.
* I understand the trained school staff will then perform this procedure as set out in the child-specific care plan developed by the Schoolcare Program.
* I understand my consent is valid for 12 months.

|  |  |
| --- | --- |
| Parent/Guardian/Carer name |  |
| Relationship to child |  |
| Signature |  | Date |

##

#  Student details

|  |  |  |  |
| --- | --- | --- | --- |
| Student First Name |  | Student Surname |  |
| Date of Birth |  |
| Home Address |  |
| Home Phone |  | Mobile |  |
|  |

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## School details

## Part B To be completed by Principal

|  |  |  |
| --- | --- | --- |
| School Name |  | School Phone |
| School Address |  |
| Student Disability ID  |  | Is this student new to your school? 🞏 Yes 🞏 No |
| Student Year Level |  |
| Nominated School Contact # 1 |  | Email @edumail.vic.gov.au |
| Nominated School Contact # 2 |  | Email @edumail.vic.gov.au |
| Names and email addresses of Education Support staff/teachers to be trained | First Name and SurnameEmail address | Position | Previous Schoolcare Program training for this student |
| 1 |  | 🞏 Yes 🞏 No |
|  @edumail.vic.gov.au |
| 2 |  | 🞏 Yes 🞏 No |
|  @edumail.vic.gov.au  |
| 3 |  | 🞏 Yes 🞏 No |
| @edumail.vic.gov.au  |
| 4 |  | 🞏 Yes 🞏 No |
| @edumail.vic.gov.au  |
| Preferred training days |  🞏 Monday 🞏 Tuesday 🞏 Wednesday 🞏 Thursday 🞏 Friday |
| Impact of medical condition on student’s functioning at school |  |
| **Referral check list** □ **Part A** – Parent consent and Student details□ **Part B** – School details□ **Part C** – Medical information  |

**Schools should mail completed referral form to:**

Schoolcare Program

Resources Coordination Group

Wellbeing Health & Engagement Division

Department of Education and Training

GPO BOX 4367

MELBOURNE 3001 **Or scan and email to** schoolcare.program@edumail.vic.gov.au

Medical Information

## Part C To be completed by parent/guardian and medical practitioner/specialist.

The details below should be provided by parents in conjunction with the child’s General Practitioner or medical specialist and will be used in the training of support staff at school through the Schoolcare Program. Please supply all information to ensure safety and quality of care are maintained. **Schoolcare Program training cannot be scheduled until this medical information is received.**

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| --- |
| **Student Information** |
| Student name |  | D.O.B. |
| School name |  |
| Diagnosis/conditions |
| **Tube Feeding** |
| □ Gastrostomy (PEG) | □ Mic-key □ BARD □ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Size \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Medication required at school□ N □ Y**Water flush:** Before \_\_\_\_\_\_\_\_ ml  After \_\_\_\_\_\_\_\_ ml  |
| □ Gastrojejunal (PEJ) |
| □ Nasogastric (NG) | Size \_\_\_\_\_\_\_\_\_\_\_\_\_ inserted to \_\_\_\_\_\_\_\_\_\_\_\_\_ cm  |
| □ Nasojejunal (NJ) |
| **Dietician: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Formula type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Feed Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_ml** **Feed Frequency:** □ Continuous □ Bolus **Administration:** □ Gravity □ Syringe□ FeedpumpRate (ml/hr) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Water flush:** Before feed \_\_\_\_\_\_\_\_\_ml After feed\_\_\_\_\_\_\_\_\_ ml **Venting:** Before use □ Y □ N After use □ Y □ N**Feed times:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **On hot days (over \_\_\_\_\_\_\_ degrees):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ml extra water **Formula to be mixed at school:** □ Y □ N if yes, please describe how to mix formula \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Any additional information i.e. choking risk, positioning etc. Please detail: |
| **Stoma care** (if stoma care is the sole medical need of the child this will not be deemed eligible for Schoolcare and will require referral to Stomal therapy) |
| □ Colostomy / Ileostomy □ Vesicostomy □ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Stoma care required at school? □ N □ Y Bag emptying required at school? □ N □ Y If yes, please specify times/signs to look for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Please indicate products used \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Additional information i.e. input/output limits/expectations, signs of dehydration and management plan etc.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Tracheostomy** |
| Type of tube \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Size \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Suction catheter size\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Suction length \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Suctioning** |
| □ Oral □ Nasal □ Yankuer or □ Catheter size \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Suction devise (equipment brand):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | Additional information i.e. when suctioning required, frequency etc.  |
| **Oxygen therapy** |
| **Delivery:** □ Mask □ Nasal Prongs **Rate:** \_\_\_\_\_\_\_\_\_L/min **Equipment:** □ Concentrator □ Cylinder **Oximeter** **required:** □ N □ Y □ Continuous monitoring □ Spot checks **Oximeter limits:** High pulse alarm \_\_\_\_\_\_\_\_\_ Low pulse alarm \_\_\_\_­­­­\_\_\_\_\_\_\_ Low oxygen alarm \_\_\_\_\_\_\_\_\_\_**Emergency plan (i.e. increased oxygen rate, etc.)** |
| Other interventions required i.e. bag and mask support, etc. |
| **Epilepsy** (if epilepsy management is the sole medical need of the child this will not be deemed eligible for Schoolcare and will require referral to the [Epilepsy Foundation](http://epilepsyfoundation.org.au/) for information and training) |
| Has a seizure occurred in the last three years? □ N □ YSeizure frequency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Is preventative medication currently being taken? □ N □ YIs emergency medication prescribed by the doctor? □ N □ Y  | If Yes to any of the questions please complete and attach an[Epilepsy Foundation Management Plan](http://epilepsyfoundation.org.au/epilepsy-management-plans/)and **Emergency Medication Management Plan** (also found at this link) as required. Date of plan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Epilepsy management documentation remains current for 12 months and must be reviewed and updated annually) |
| **Hypoglycaemic/hyperglycaemia management** (if diabetes is the sole medical need of the child this will not be deemed eligible for the Schoolcare Program. Please refer to the Schoolcare Guidelines or DET website for information: [Diabetes](http://www.education.vic.gov.au/school/principals/spag/health/Pages/diabetes.aspx)) |
| □ Type 1 diabetes□ Other \_\_\_\_\_\_\_\_ | Is insulin required to be administered at school □ N □ YInsulin Type/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Delivery mode \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_□ Blood Sugar Level test required (please specify acceptable range and when to be tested)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | □ Treatment plan for hypoglycaemia / hyperglycaemia (please attach) **Ambulance** - When to call \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Other** (please specify care need not otherwise listed) |
|  |
| **Medical Practitioner Details** |
| **Name** |
| **Organisation and/or address** | **Phone** |
| **Email**  |
| **Signature of MP/Specialist** | **Date** |
| **Parent/Guardian/Carer Details** |
| **Name**  | **Signature** | **Date** |