



# Officer Specialist School

## Personal Care Policy



### Help for non-English speakers.

If you need help to understand the information in this policy please contact Officer Specialist School



**(03) 5943 2800**

**[www.officerss.vic.edu.au](http://www.officerss.vic.edu.au)**

### PURPOSE

To ensure that Officer Specialist School provides appropriate support to students to manage their personal hygiene while at school.

### OBJECTIVE

To explain to Officer Specialist School parents, carers, staff and students the processes and procedures in place to support students with personal hygiene at school.

### SCOPE

This policy applies to:

- all staff, including casual relief staff and volunteers
- all students attending Officer Specialist School

### POLICY

This policy should be read with Officer Specialist School's *First Aid, Health Care Needs Policy, Duty of Care Policy, Inclusion and Diversity Policy* policies

#### Student personal hygiene support planning

In order to provide appropriate support to students at Officer Specialist School who may need additional Personal Hygiene supports, an individualised plan will be prepared by the Team Around the Learner (TAL) in consultation with the student, their parents, carers and allied health practitioners.

Assistance for all aspects of personal hygiene needs to treat students with dignity and respect and support the student to make choices. It is also important that personal hygiene practices are supported in a way that is culturally safe and respectful of students who identify as trans or gender diverse.

Individual student plans will also reflect

- the student’s mode of communication to empower student voice and agency
- parent/carer permissions after consultation
- a supportive school environment and respect of student voice and agency
- occupational health and safety practices for school staff which may include a risk assessment.

At enrolment or when a health care need is identified, parents/carers should provide accurate information about the student’s condition and health care needs, including hygiene practices.

Officer Specialist School will invite parents and carers to attend Student Support Group meetings each term and hygiene practices may be discussed if necessary.

Personal Hygiene Support Plans will be reviewed:

- when updated information is received from the student’s medical practitioner
- when the school, student or parents and carers have concerns with the support being provided to the student
- if there are changes to the support being provided to the student, or
- on an annual basis.

### Management of confidential medical information

Confidential medical information provided to Officer Specialist School to support a student will be:

- recorded on the student’s file
- shared with all relevant staff so that they are able to properly support students

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

Included in staff induction processes and staff training

- Available publicly on our school’s website and Compass
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions as required
- Hard copy available from school administration upon request

## POLICY REVIEW AND APPROVAL

Policy last reviewed	24.7.23
Approved by	Principal
Next scheduled review date	24.7.26