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1. Background

Medical Intervention Support is payable to schools to enable appropriately trained Education Support staff to assist students who require regular, complex medical support at school.

Funding is provided to enable schools to put in place the necessary work arrangements to ensure the delivery of specialised assistance to these students. This includes engagement of appropriately trained Education Support staff to undertake duties and responsibilities for delivering Medical Intervention Support, consistent with Level 1, Range 2 of the Education Support Class.

The Education Support staff member must have undergone specific training to support the student’s medical needs. This training may be provided through local health service providers, disability support organisations or the Schoolcare Program.

A list of support procedures that attract the payment of Medical Intervention Support is included in Attachment 1.

In 2011 the Medical Intervention Support funding rate is $10,603. Medical Intervention Support is paid on a pro rata basis relative to the enrolment of an eligible student. In cases where the student transfers to another school, a new application for Medical Intervention Support is required from the new school.

It should be noted that Education Support staff in receipt of Medical Intervention Support are not eligible for the Intensive Care Allowance.

Eligibility requirements

Medical Intervention Support may be payable, provided that:

- the student(s) has a specific medical condition that requires assistance
- the support needed requires specialised training/instruction in the procedure to be performed
- the position requires regular refreshing of the training/instruction relevant to the medical procedure.

2. Application Process

Submitting the documentation

All requests for support must be on the application form downloadable from:


Schools currently in receipt of Medical Intervention Support funding do not need to reapply for this program provided the same education support class employee is continuing to support the same student with unchanged complex medical needs.

Completed applications should be forwarded to the following address:

Medical Intervention Support
Student Wellbeing Division
Department of Education and Early Childhood Development
GPO Box 4367
Melbourne 3001

It is essential that all necessary documentation is included with the application. The following checklist sets out the required documentation:

- A completed application form signed by the principal
- Where required, a medical report from the student’s doctor outlining the nature of the student’s condition and the type of support the student requires at school
- Where required, a training certificate verifying that the Education Support staff member has received the appropriate training

Do not staple or bind your application as this will interfere with efficient processing – one paperclip is sufficient. Faxed or hand-delivered applications cannot be accepted.
Timelines

Application period
The 2011 application period for Medical Intervention Support opens on 29 November 2010 and closes on 28 February 2011.

Post-application period
Applications received after 28 February 2011 will only be accepted for:
- students transferring from other schools systems in 2011, including interstate and overseas
- students with a seriously deteriorating medical condition.

When consideration is requested after the application period, the application should be completed according to the usual process. In addition, a covering letter from the school principal should be provided detailing the reasons the application was submitted outside the application period.

If consideration is requested after the application period due to a seriously deteriorating medical condition, it is essential that the school principal contacts their Regional Disabilities Coordinator to ensure that all regional and other resources have been fully utilised prior to submitting the application.

3. Administration Process

Notification of outcome
Outcomes of finalised applications submitted during the 2011 application period will be sent to the principal’s email account before the end of Term 1 2011.

4. Funding arrangements

Resources provided to the school
The additional funding will be provided through the Program for Students with Disabilities component of the Student Resource Package.

Confirmation of students in receipt of Medical Intervention Support will occur in the last week of each school term via the Program for Students with Disabilities Management System Resource Allocation Listing and corresponding 2011 Student Resource Package.

Principals are responsible for managing the delivery of Medical Intervention Support arrangements.

5. Further information

Websites
Medical Intervention Support

Human Resources Education Support Class Career Structure
Program for Students with Disabilities

Schoolcare Program

Program for Students with Disabilities Management System

Department of Education and Early Childhood Development

Regional offices
Schools may contact their Regional Disabilities Coordinator for support with their application.

Barwon South Western Region (03) 5225 1000 or www.bsw.vic.edu.au
Eastern Metropolitan Region (03) 9265 2400 or www.emr.vic.edu.au
Gippsland Region (03) 5127 0400 or www.gippsland.vic.edu.au
Grampians Region (03) 5337 8444 or www.grampians.vic.edu.au
Hume Region (03) 5761 2100 or www.hume.vic.edu.au
Loddon Mallee Region (03) 5440 3111 or www.lcmdoe.vic.edu.au
Northern Metropolitan Region (03) 9488 9488 or www.nmr.vic.edu.au
Southern Metropolitan Region (03) 9794 3555 or www.smr.vic.edu.au
Western Metropolitan Region (03) 9291 6500 or www.education.vic.gov.au/region/western

Central office
Schools may contact Human Resources with questions regarding Education Support Class staffing arrangements associated with Medical Intervention Support.

Human Resources Services
Telephone: 1800 641 943
Email: hrweb@edumail.vic.gov.au

Schools may contact the Student Wellbeing Division with questions regarding the processing and status of their application.

Student Wellbeing Division
Telephone: (03) 9637 3074
Email: disability.services@edumail.vic.gov.au
Support procedures

The following list includes examples of the support procedures that attract the payment of Medical Intervention Support.

**Mechanical ventilation**
- ventilator operation
- maintenance of power supply, tubing patency and humidification
- ensuring sufficient child positioning to maintain clear airway and making adjustments to child’s position accordingly
- implementation of emergency procedures around respiratory needs

**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

**Ostomy management (various openings that allow for emptying of urine or faecal content)**
- urine output
- infection control
- intermittent insertion of catheter into bladder via urethral catheter
- regular drainage (e.g. every two to four hours) of urine via suprapubic bladder openings (vesicostomy or mitrofanoffs)

**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