



INJURY PREVENTION & REHABILITATION POLICY

1. INTRODUCTION

- 1.1. The safety and well-being of our school community is an ongoing priority for the Victorian College of the Arts Secondary School (VCASS). Each of its four performing and visual art programs is unique and highly specialised. Achievement in each area requires the gradual acquisition and honing of skills that are rewarding but also physically demanding. While VCASS employs quality, safe teaching environments, teachers and learning methods, each program possesses inherent risks for students. For this reason, VCASS partners with students and parents/carers to assess, identify and manage these risks within a continuous improvement framework for the benefit of the whole school community.
- 1.2. This policy provides a framework for VCASS to demonstrate compliance with its relevant obligations while embedding a strong safety culture across all year levels. It also assists VCASS to monitor and report on its performance over time and implement timely, quality improvement initiatives.

2. PURPOSE

- 2.1. The purpose of this policy is to outline the measures VCASS has in place to manage past or current injuries, to prevent repeat injuries and support rehabilitation of existing injuries.

3. SCOPE

- 3.1. This policy applies to:
 - a) All staff, including allied health staff, casual relief staff and volunteers.
 - b) All students in the support and monitoring of their physical injuries.

4. POLICY

- 4.1. This policy should be read in conjunction with VCASS' *Wellbeing and Engagement Policy, Duty of Care Policy and First Aid Policy*.

STUDENT HEALTH AND REHABILITATION SUPPORT PLANNING

- 4.2. In order to provide appropriate care and support to students at VCASS, the Health and Rehabilitation Coordinator will collect, review, assess and disseminate relevant student health information to assist in injury prevention and/or rehabilitation of any current injuries.
- 4.3. In accordance with Department of Education policies, the Health and Rehabilitation Coordinator (HRC) may request and manage the sharing of sensitive information from external allied health practitioners to enable appropriate supports and adjustments to be implemented for students in their VCASS program.
- 4.4. The process of how the Health and Rehabilitation Coordinator engages with parents/carers, students, and external Allied Health professionals is detailed in the 'Health and Rehabilitation Process' flow charts below.
- 4.5. Tracking and/or a Student Health Support Plan may be recommended, implemented or prepared by the Health and Rehabilitation Coordinator, in consultation with the student, their parents, carers and treating medical practitioners where appropriate.
- 4.6. The Health and Rehabilitation Program will help our school:
 - a) assist students with routine rehabilitation support needs, such as schedule adjustments, injury tracking, development tracking and rehabilitation programs.

- b) provide personalised oversight and administration of students' timetables, loads and programs when injured or recovering from injury.
 - c) share information where appropriate to enable the student to engage with their program at VCASS and access appropriate supports.
 - d) create a conduit between allied health professionals, families, students and staff. The Health and Rehabilitation Coordinator will share a student's diagnosis and rehabilitation recommendations with the appropriate staff in a confidential manner and with the consent of parents/carers to ensure the delivery of personalised programs facilitating rehabilitation and injury prevention.
- 4.7.** At enrolment or when a health care need, including an injury, is identified, parents/carers should provide accurate information about the student's condition or health care needs, ideally documented by the student's treating medical/health care practitioner on a Medical Advice Form (or relevant equivalent).
- 4.8.** VCASS may invite parents and carers to attend a Student Support Group meeting to discuss the contents of a student's Health and Rehabilitation Support Plan and assistance that the student may need at school or during school activities.
- 4.9.** Where necessary, VCASS may also request consent from parents and carers to consult with a student's medical practitioners, to assist in preparing a student's personalised program and ensure that appropriate school staff understand the student's needs.
- 4.10.** Health and Rehabilitation Support will be reviewed:
- a) when updated information is received from the student's medical practitioner
 - b) when the school, student or parents and carers have concerns with the support being provided to the student
 - c) if there are changes to the support being provided to the student, or
 - d) on an annual basis.

MANAGEMENT OF CONFIDENTIAL HEALTH INFORMATION

- 4.11.** Confidential health information provided to VCASS to support a student will be:
- a) shared, stored and disposed of securely, in line with Department of Education policy and guidelines,
 - b) shared with relevant staff so that they can adequately support students who are injured or diagnosed with medical conditions and respond appropriately if necessary
- 4.12.** Written consent will be obtained from students and parents/carers:
- a) on an individual basis through the completion of the Student Injury and Rehabilitation Plan
 - b) with an option to opt out at any time.

COMMUNICATION

- 4.13.** This policy will be communicated to our school community in the following ways:
- a) included in staff induction processes and staff training
 - b) available publicly on our school's website
 - c) included in the Policy and Procedures manual

SPACE, USE OF SPACE AND EQUIPMENT

- 4.14.** The HRC will run rehabilitation sessions in either the Rehabilitation room or another room (subject to availability).

- 4.15. The rooms will have visibility in accordance with the VCASS Child Safe Policy.
- 4.16. Rehabilitation and conditioning equipment owned by VCASS will be kept secure. Students from all specialties will be able to access the equipment under supervision.
- 4.17. Rehabilitation equipment, such as the reformer, will only be used by students under direct supervision.
- 4.18. The Rehabilitation room will be kept locked unless the HRC or physio are present to supervise.
- 4.19. Cardio equipment will be monitored to ensure safe and equal access by all students.

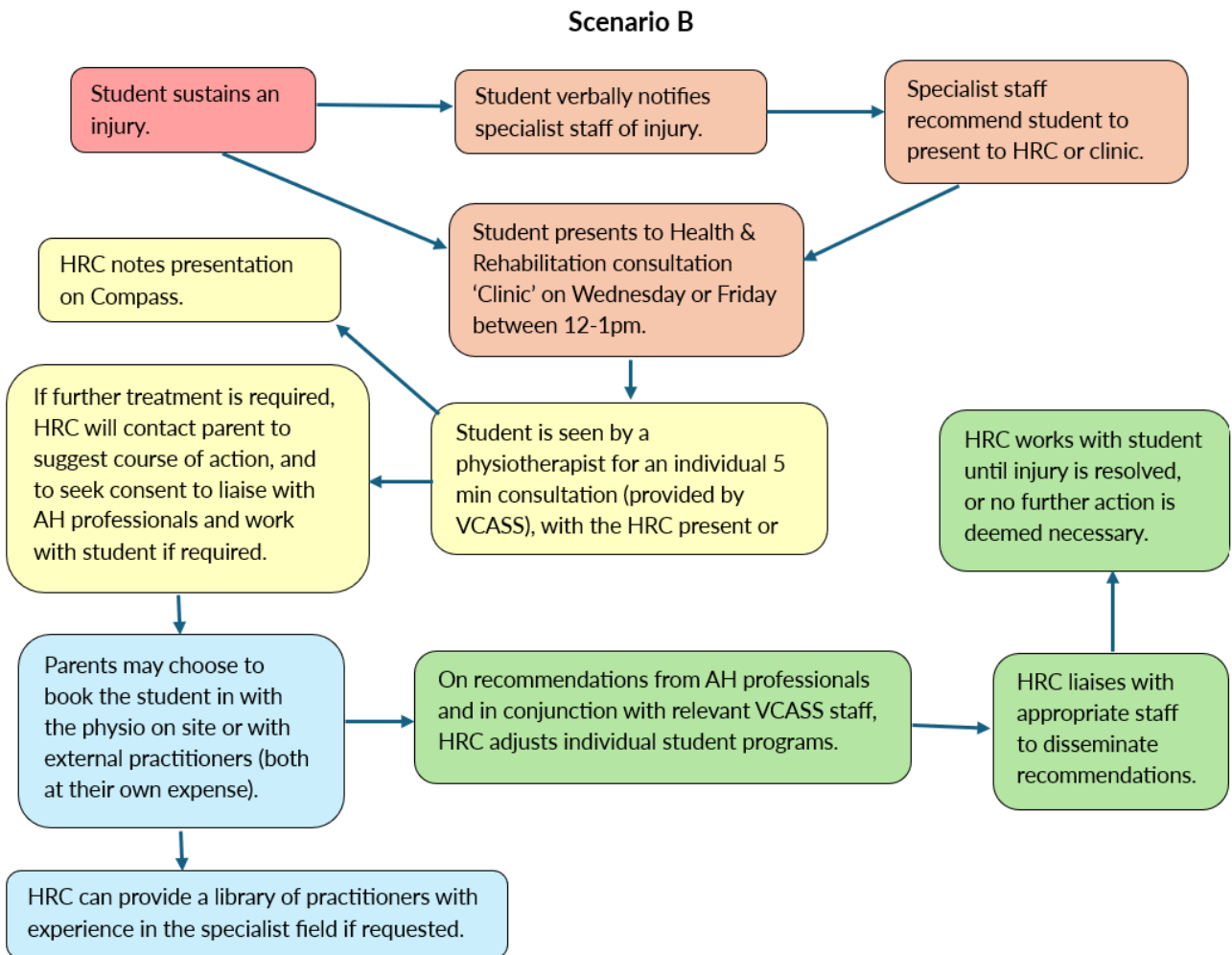
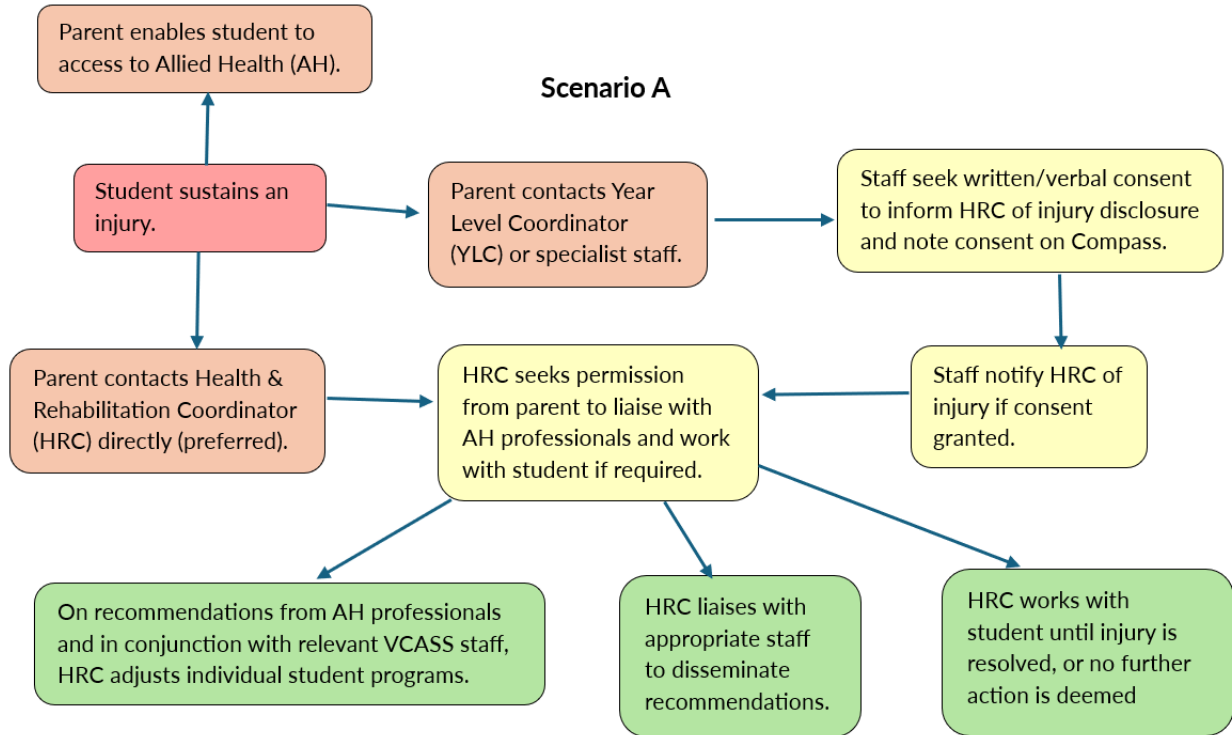
5. FURTHER INFORMATION AND RESOURCES

- 5.1. The Department's Policy and Advisory Library (PAL):
 - a) [Health Care Needs](#)
 - b) [Health Support Planning Forms](#)
 - c) [Complex Medical Care Supports](#)
 - d) [Child and Family Violence Information Sharing Schemes](#)
 - e) [Privacy and Information Sharing](#)
- 5.2. Local policies:
 - a) [Administration of Medication Policy](#)
 - b) [Anaphylaxis Policy](#)
 - c) [First Aid Policy](#)

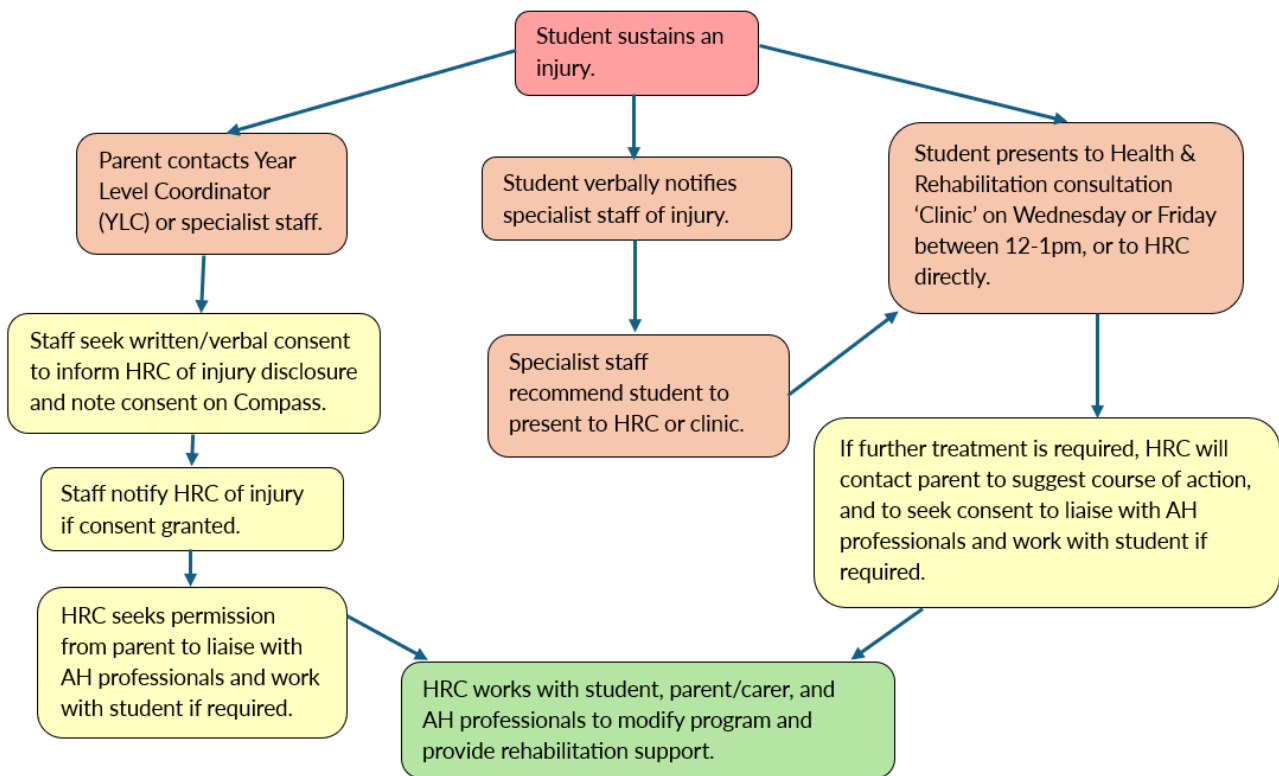
6. POLICY REVIEW AND APPROVAL

Policy last reviewed	2025
Approved by	Principal
Next scheduled review date	2027

HEALTH AND REHABILITATION PROCESS



Scenarios for Staff



STUDENT INJURY AND REHABILITATION SUPPORT PLAN

This plan outlines how VCASS will support the student's injury and rehabilitation needs, based on:

- a) advice received from the student's medical/health practitioner and parent/carer;
- b) student presentation at VCASS with injury.

This form must be completed for each student with an identified injury.

This Plan is to be completed by the Health & Rehabilitation Coordinator (HRC) or nominee in collaboration with the parent/carer and student.

School: VCASS		Phone: 8644 8644	
Student's name:		Date of birth:	
Year level:		Review date:	
Parent/carer contact information (1)	Parent/carer contact information (2)	Other emergency contacts (if parent/carer not available)	
Name:	Name:	Name:	
Relationship:	Relationship:	Relationship:	
Home phone:	Home phone:	Home phone:	
Work phone:	Work phone:	Work phone:	
Mobile:	Mobile:	Mobile:	
Address:	Address:	Address:	
Medical /Health practitioner contact:			
Nature of Injury:			
List who will receive copies of this <i>Student Injury and Rehabilitation Support Plan</i> :			
1. Student's Family 2. HRC 3. School file			
The following <i>Student Injury and Rehabilitation Support Plan</i> has been developed with my knowledge and input			
Name of parent/carer or adult/mature minor** student: _____		Signature: _____ Date: _____	
**Please note: Mature minor is a student who is capable of making their own decisions on a range of issues, before they reach eighteen years of age. See: Decision Making Responsibilities for Students			
Name of HRC (or nominee): _____		Signature: _____ Date: _____	
Privacy Statement			
The school collects personal information so as the school can plan and support the injury and rehabilitation needs of the student. Without the provision of this information the quality of the injury and rehabilitation support provided may be affected. The information may be disclosed to relevant school staff and appropriate medical personnel, including those engaged in providing health support as well as emergency personnel, where appropriate, or where authorised or required by another law. You are able to request access to the personal information that we hold about you/your child and to request that it be corrected. Please contact the school directly or FOI Unit on 96372670.			

HOW THE SCHOOL WILL SUPPORT THE STUDENT’S INJURY AND REHABILITATION NEEDS

Student’s name:	
Date of birth:	Year level:
What is the <i>Injury and Rehabilitation</i> need identified by the student's medical/health practitioner?	
If applicable, detail any actions and timelines to enable attendance and any interim provisions:	

The following supports may be considered when providing for the student’s injury and rehabilitation needs.

- Weekly rehabilitation sessions: the student will engage with the HRC for 30 minute sessions involving exercises specific to their injury rehabilitation needs. These sessions take place in the Physio/Rehabilitation room.
- Weekly short check-ins: the HRC will have a brief conversation with the student to monitor their rehabilitation and to answer any questions.
- Advise program adjustments: the HRC will suggest program modifications for the student, such as modified participation in classes/rehearsals, under advisement from the student’s external allied health professional.
- Liaise with specialist staff to ensure adjustments/modifications are implemented: the HRC will share only necessary information regarding the student’s injury with the relevant specialist staff to ensure knowledge of adjustments/modifications is consistent across staff and adhered to.
- Weekly exercise session: the student will engage with the HRC for 30 minute general exercise sessions to improve their conditioning.
- Tracking and monitoring of injury and rehabilitation: the HRC will keep confidential records of injury and rehabilitation across all students in order to gain data on commonalities between injuries, injury occurrences and rehabilitation.
- Liaise with external Allied Health practitioners: the HRC will liaise with external Allied Health practitioners where necessary and with consent in order to have a consistent understanding of the injury diagnosis and treatment plan. This includes receiving regular updates directly from the Allied Health Practitioner, where appropriate.

REVIEW CYCLE

Policy last reviewed	December 2025
Approved by	Principal
Next scheduled review date	December 2026