



St Pius X High School Adamstown

Mental Health Process

The following is a quick reference point to ensure you have addressed:

- All procedures that need to be followed for *developing* a Mental Health Care Plan
- All procedures that need to be followed for *reviewing* a Mental Health Care Plan
- File Organisation and document locations.

Mental Health Care Plan – Procedures Checklist

The following tasks need to be completed as per the Mental Health Care Policy.

MENTAL HEALTH CARE PLAN DEVELOPMENT AND IMPLEMENTATION

- Initial Mental Health Care and Risk Assessment Tool (template - IMHCRAT)
- Scanned copy of the IMHCRAT placed in electronic file and hard copy to student file / Mental Health Care Plan file.
- Support or referral to School Psychologist.
- Consult Dean of Studies of proposed curriculum adjustments.
- Mental Health Care Plan documented. (template)
- Meeting held and MHCP and consent information is signed by all stakeholders.
- Copy of MHCP forwarded to parent/carer.
- Scanned copy placed in electronic file and hard copy in student's Mental Health Care Plan file
- Nominated staff, as per the consent form, have been notified via email of the student's MHCP.
- Teacher Notification and Casual Staff Notification sheets have been forwarded to class teachers via email.
- Support Staff Notification sheet has been forward via email (if documented in the MHCP)
- Review date has been placed on the MHCP calendar.

Mental Health Planning Review - Procedures Checklist

The following tasks need to be completed as per the Mental Health Care Policy.

MENTAL HEALTH CARE PLAN – REVIEW PROCESS

- Establish meeting time with School Psychologist to discuss student's progress.

- Contact parent/carer by phone or an interview to discuss the review. Ask if there have been any recent changes to the student's health status that will impact on the MH Review Plan.

- Consult Dean of Studies of proposed curriculum adjustments

- Document the review using the MHCP Review template

- Email MHCP Review to parents for them to accept or decline the recommendations.

- Scanned copy of the Review Plan is placed in electronic file and hard copy in student's Mental Health Care Plan file.

- Plan is implemented and appropriate staff are notified of adjustments via email.

- If required, the next review date is set and placed on the MHC Calendar.

1. File Tree

The primary pathway is:

R:\std Coord Docs/MENTAL HEALTH.

Subsidiary folders are:

Folder	Description	Documents
CURRICULUM ADJUSTMENTS	<ul style="list-style-type: none"> Document that records all approved curriculum adjustments in relation to Mental Health. Steve Dunn maintains. 	<ul style="list-style-type: none"> Curriculum Adjustment Register
MHC Plans	<ul style="list-style-type: none"> Separate folders exist for each House. These are for the electronic storage of MHCP. Create another folder for the individual student. Save the file with the correct extension. 	Store all MHCP and MHCP Reviews in this area.
MHCP Samples	<ul style="list-style-type: none"> Holds samples of past MHCP's 	
MHCP Template	<ul style="list-style-type: none"> Holds templates for the completion of MHCP and reviews. An automatic copy of the document will come up when opened. Rename your document with the appropriate file name and extension. 	Templates for: <ul style="list-style-type: none"> Initial MHCP Assessment Tool MHCP MHCP Review Teacher Notification Casual Staff Notificaton Support Staff Notification. Extra Curricula Risk Management Plan – Mental Health.
MIND MATTERS	<ul style="list-style-type: none"> Mind Matters is the proactive strategy around Mental Health Management. 	<ul style="list-style-type: none"> Mind matters Presentation 2014 Mind Matters Registration Process
POLICY	<ul style="list-style-type: none"> A copy of the Mental Health Care Policy is stored here. The primary document is held in R:\Policies 	<ul style="list-style-type: none"> Mental Health Care Policy May 2014

Folder	Description	Documents
	<p>formation\St Pius X Policies.</p> <ul style="list-style-type: none"> Any changes to this document have to be done in the above drive and pathway and then copied to MENTAL HEALTH. <i>Approval from the Dean of Students must be gained prior to making changes to policy.</i> 	
PROCEDURAL DOCUMENTS	<ul style="list-style-type: none"> This folder holds administrative and procedural documents. These documents can assist with MHC planning 	<ul style="list-style-type: none"> Administrative Notes – File Naming Folder and File Organisation MHCP Procedural Steps. MHCP Review Procedural Steps. MHCP Caseload Monitoring. Mental Health Checklists Support Strategies for MHCP's.