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Integris Student Health Care Data Entry Training Notes

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Contents

Training Program

Time	Contents
8:45 am / 12:45 pm	Introduction Health Care Forms Information Using Help Parameters Entering Medical Details
10.15 am / 2.15 pm	Morning Tea
10.30 am / 2.30 pm	Updating Medical Details Immunisation Details UDI's Reports WA Reports Emergency Contact Details Frequently Asked Questions Support
11.45 am / 3.45 pm	Finish

Training Outcomes

At the end of training participants will be able to:

- Navigate their way through the side bar options in both the General and Administration Modules of Integris
- Set up Medical Practice parameters
- Generate Student Health Care Summary forms
- Generate forms for students identified as having a health condition
- Record details on Integris, for those students with health care needs who require a health care plan, including the administration of medication
- Record when a student's health care documentation has been completed and a date for review determined
- Identify and record staff who have been trained to manage specific students health care conditions or needs
- Record immunisation details for students
- Generate student health care update reports to enable parents to review their child's health care information, annually
- Produce reports containing medical information that can be used by staff

1 Introduction

These Training Notes provide a reference during and following Civica's Student Health Care training. They cover all of the main sections of the software. The Administration Manager Manual provides a comprehensive guide to the software.

During training we will be working with fictitious data and all the exercises contained within this user guide refer to that data.

The training is designed to focus on the Medical information contained within Student Details, although there is some general information included.

1.1 What is Student Health Care Data Entry?

Health care plans must be completed for all students identified with health care needs that require support while the student is in the care of the school.

The Student Health Care Summary (SHCS or Form 1) provides an overview of the students' health care needs/conditions and indicates the type of health care plans that are needed for that student. Specific plans to address the students health care needs or conditions (for example, diabetes) should be attached to the SHCS.

To assist with the development of these health care plans the following planning templates are available:
- severe allergy/anaphylaxis
- minor and moderate allergies
- diabetes
- seizure management
- asthma
- activities of daily living (e.g. catheterisation, peg feeding, tracheotomy and colostomy care)
- emergency response plan for special needs students

> *Note: For Health Care Need(s)/Conditions not listed above, use the generic management and emergency response plan (Form 2) or alternative plans provided by a medical practitioner.*

Signatories on Health Care Documentation

There is some variation among the different templates regarding the requirement for a medical practitioner's signature. A medical practitioner's signature is required for potentially life threatening conditions such as anaphylaxis and diabetes. However, for most conditions, the requirement for a medical practitioner's signature is at the Principal's discretion. If a principal is concerned for any reason about the health care requirements requested by a parent/carer, they should insist on a medical practitioner's signature.

1.2 Health Care Forms

1.2.1 Descriptions of the Forms

Form	Description
Form 1	Required by the Student Health Care Policy for all students with a health care need that requires support when the child is in the care of the school. This should be completed prior to enrolment. Once completed, this form is filed and kept by the school. Medical information is to be reviewed annually. This form can be printed from WA Reports in Integris but is no longer available as a .kst document. Is an agreement between the principal, staff, parents and, where necessary, a health professional which specifies the health care management and/or emergency response required to support the student.
Form 2	This form can be completed for the management of less common conditions for which no standardised plans have been developed. Alternatively, a plan designed to meet the student's individual needs may be provided by a medical practitioner.
Form 3	This form will usually be used when short term medication is required such as a course of antibiotics. The long term use of medication will, in most instances, be incorporated in a standardised or generic management/emergency response plan for the relevant condition.
Form 4	Allergic reactions to a wide range of allergens can result in relatively mild responses such as hay fever through to severe allergic reactions such as asthma and anaphylaxis. Previous levels of response to an allergen are not necessarily predictive of future responses and allergic reactions can dramatically increase from one exposure to the next. ANAPHYLAXIS is a sudden, severe and rapidly progressive allergic reaction to an allergen in a sensitised individual. Peanuts are the most commonly implicated allergen but anaphylaxis can also be triggered by exposure to other allergens such as shellfish, egg, milk, insect stings, latex and medication. SCOPE OF THE PROBLEM: Peanut allergy affects approximately one in 70 children worldwide. It is possible that children with severe allergies may reach school without being diagnosed and have their first anaphylactic episode in the school setting.
Form 5	This form is to be completed for students with minor and moderate allergies. Separate forms are available for: Asthma (Form 8) and Anaphylaxis (Form 4)
Form 6	This form has been devised to be used for students with TYPE ONE AND/OR TYPE TWO DIABETES.

Form 7	This form is to be used for students with SEIZURE CONDITIONS.
Form 8	This form is to be used for students with ASTHMA. Asthma is a chronic inflammatory disorder of the airways. In susceptible individuals, this inflammation causes recurrent episodes of wheezing, breathlessness, chest tightness, and coughing, particularly at night or in the early morning.
Form 9	This form is to be completed for Activities of Daily Living. For example: ☐ Tracheotomy Care ☐ Colostomy Care ☐ Catheterisation ☐ PEG feeding ☐ Other _____ NOTE: SECTION A MUST BE COMPLETED BY A MEDICAL PRACTITIONER. A SEPARATE FORM SHOULD BE COMPLETED FOR EACH ACTIVITY OF DAILY LIVING.
Form 10	This form provides an overview of planning for students with multiple health conditions. It can be attached to relevant planning documents and provided to ambulance staff in the case of an emergency.
Form 11	This form is an example of a letter template that can be sent to parents when their child requires medication on a short or long term basis. The tear off section can be used for parents to complete when they request the school to issue short term medication to their child as an alternative to the Administration of Medication form.
Form 12	This form should be used for recording health care support provided to students during the school day. It can also be used for recording the administration of medication.

1.2.2   Using the Health Care Forms

The Health Care Forms are located on The Department of Education's website. They can be downloaded in either **".kst"** or **MSWord** Formats. To access or download the forms, follow the links on the following page. More information about using the **".kst"** forms as mail merge documents is provided later in the Training.

> *Note: The Student Health Care Summary (Form 1) can be run as a report from the WA Reports menu.*

1.2.3 Location of Health Care Forms

Behaviour and Wellbeing Website

http://www.det.wa.edu.au/studentsupport/behaviourandwellbeing/detcms/portal/

Click on the links to Student Health Care> Student Health Care Summary and Health Care Planning Forms

Student health care summary and health care planning forms

The Student Health Care Summary form (Form 1 below) is to be completed by all parents prior to enrolment and updated if the student's health care needs change.

The Student Health Care Summary:

- provides contact details for use in a medical emergency
- seeks informed consent from parents for any necessary sharing of student's health information
- informs parents that in a medical emergency they will be expected to meet the cost of an ambulance
- asks parents to identify essential health information that could affect their child in an emergency e.g. allergy to penicillin
- asks parents to list any health conditions their child has and to advise the school if support is required from school staff
- if support is required, requests parents to complete one or more health care plans using one of the templates below.

Standardised management/emergency response plans for common health care needs:

- Form 1 - Student Health Care Summary (word). This form can also be accessed in the WA Reports folder in Integris. It can be populated with student demographic details.
- Form 2 - Generic health care management/emergency response plan (word - kst)
- Form 4 - Severe allergy/anaphylaxis management plan and emergency response plan (word - kst)
- Form 5 - Mild and moderate allergies management plan and emergency response plan (word - kst)
- Form 6 - Diabetes management and emergency response plan (word - kst)
- Form 7 - Seizure management and emergency response plan (word - kst)
- Form 8 - Asthma management and emergency response plan (word - kst)
- Form 9 - Activity of daily living (word - kst)

Note: A generic planning template has been developed which can be adapted for managing less common health care needs for which there is no standardised plan.

Guidelines and forms for the Administration of medication are also available from this page, as well as an Emergency Response Plan for students with special needs.

Student Health Care

→	Parent information brochure
→	Student health care summary and health care planning forms
→	Administration of medication - guidelines and forms
→	Emergency response plan for student with special needs
→	Best practice guidelines for common health issues in schools
→	Managing anaphylaxis
→	Confidentiality and informed consent
→	Guidelines for recording and managing student immunisation data on SIS 2012
→	FAQs - Managing health information on SIS
→	MOU - School Health Service Delivery (School Nurses)
→	Department of Education specialist health services
→	External health agencies and associations
→	Contact details

Administration of medication - guidelines and forms

For information on long term and short term use of medication, refer to Appendix D of Administration the _Student Health Care_ policy.

- **Long Term Use of Medication**
  Long term use of medication will usually be documented in the student's health care plan(s) for managing their health condition(s).

- **Short Term Medication**
  Form 3 - Administration of Medication plan is available for managing the short term use of medication (e.g. antibiotics) for students who do not have an ongoing health condition and who therefore do not have a health care plan.

The following forms should be used for long term and short term use of medication (the standardised letter to parents form 11 can be used as an alternative to form 3 - Administration of Medication):

- Form 3 - Administration of medication plan (word - kst)
- Form 11 - Letter to parents template - short/longterm medication (word - kst)
- Form 12 - Record of health care support/administration of medication (word - kst)

Emergency response plan for student with special needs

The following form provides an overview of the health care needs and emergency response requirements for students with multiple health care needs who are frequently admitted to hospital during school hours. This form can be handed to ambulance and/or emergency ward staff.

- Form 10 - Emergency Response Plan for Student with Special Needs (word - kst)

1.2.4 Downloading the Forms

If you wish to download the forms as _".kst"_ templates for use in subsequent mail merges from Integris, click on the **kst** link and choose to **Save** the documents. Navigate to where you would like to save these documents.

Forms can also be downloaded in Microsoft Word format if schools prefer. For MSWord forms, parents would be required to fill in personal details (name, addresses etc) as these will not be filled by mail merging.

Note: If you would like to have these forms available for mail merge, they should be saved on a drive that can be accessed by all staff using the forms. This may be a Shared Drive or you may wish to save them into K:/ keys/integris/mmtpl/letters as this is your Mail Merge Template folder in Integris.

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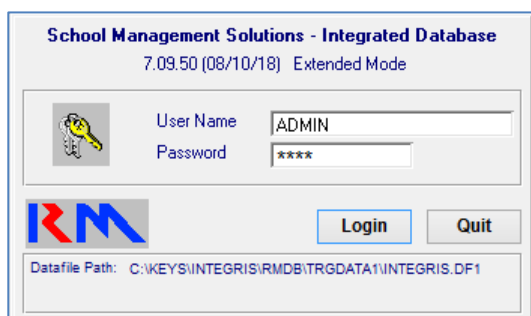
2   Logging On to the System

Activity:

- To log on, double click on the *Integris Training* icon on the desktop

- Type **ADMIN** as the User Name for use in today's training
- Press **<Tab>** to move the cursor to the Password box
- Enter the password: **keys**

- Click on **Login** or press **<Enter>**

In schools, each user has their own user name and password, which enables access to particular sections of the software as determined by the school administration.

Note: It is strongly recommended that you change your password once a month.

3 Accessing Help

Activity:

Top Toolbar > Help > Help Contents and Index

- Click **Help** in the top toolbar
- Select **Help Contents and Index**
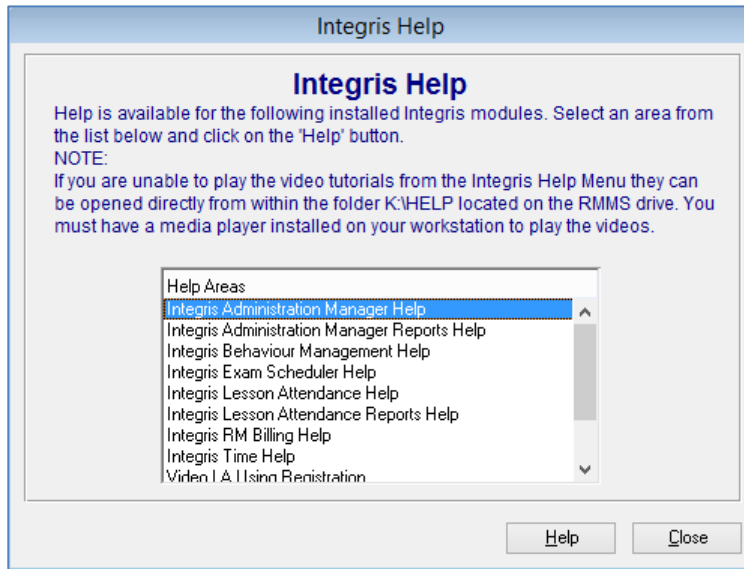
- Highlight **Integris Administration Manager Help**
- Click **Help**
- View the manual
- **Close** the manual and Help

Note: <Ctrl + F> allows you to search a document for a specific topic.

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4 Medical Parameters

4.1 Health Condition

General > Parameters > Health Condition

Schools are able to modify this parameter, however are asked to contact DoE prior to making any changes to Health Conditions.

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4.2 Medical Practices

General > Parameters > Medical Practices

Schools have the ability to modify the Medical Practice parameter. At some point you will need to set up details of the medical and dental practice to which your students and staff are registered. Once they are set up, you can edit or delete them as required. The Parameter, Dental Practices, is maintained in exactly the same manner as detailed below for Medical Practices

Add Practice – Allows new Medical Practices to be added.

Edit Practice – Modify the details of existing Medical Practices.

Toggle 'Active' property – Changes the 'Active' status of the Medical Practices. When a Medical Practice is 'inactive' it is not available to use in Student Details.

Delete selected Practice – Removes Medical Practice's from the list. Medical Practices that are in use cannot be deleted.

Print All – Prints a report showing the details of all the Medical Practices.
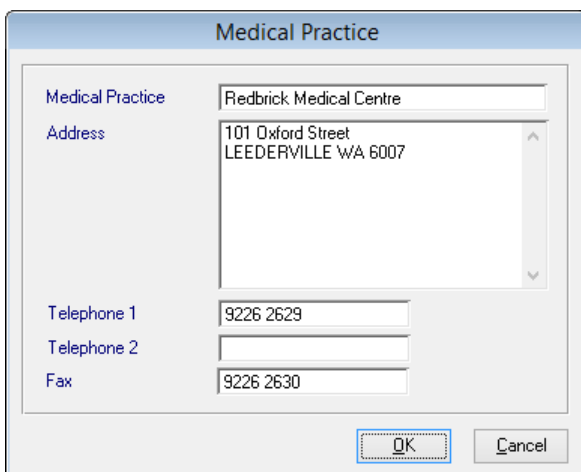
Note: If a Medical Practice has been used in a student record, it cannot be deleted

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4.2.1 Adding a Medical Practice

Activity:

General > Parameters > Medical Practices

- Click Add Practice
- Enter the details of a Medical Practice close to your school or enter the one below
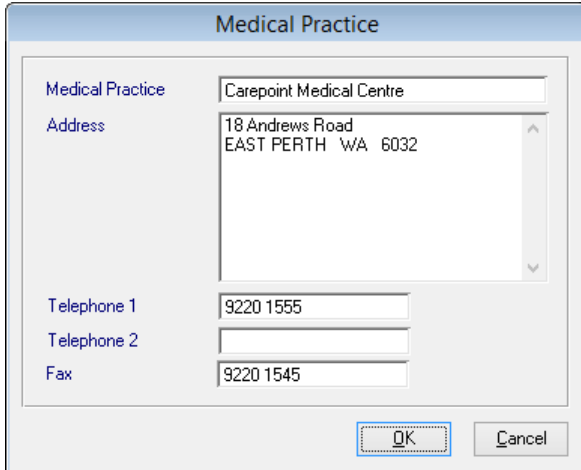
- Click **OK**

Activity:

Updating Medical Practice Details

- Highlight **Carepoint Medical Centre**
- Click **Edit Practice** ![pencil icon]
- Update the Telephone number of the Medical Practice using the screenshot below
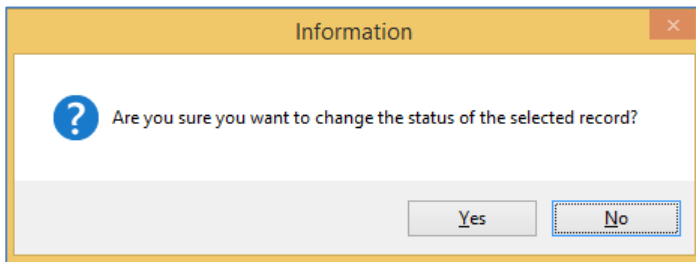
Medical Practice

Medical Practice	Carepoint Medical Centre
Address	18 Andrews Road EAST PERTH WA 6032
Telephone 1	9220 1555
Telephone 2	
Fax	9220 1545

[OK]   [Cancel]

- Click **OK** to save the new details

Making a Medical Practice Inactive

- Highlight **Perth Children's Hospital**
- Click **Toggle 'Active' property** ![toggle icon]

Information

❓ Are you sure you want to change the status of the selected record?

[Yes]   [No]

- Click **Yes**

Perth's Children Hospital will no longer appear when selecting a Medical Practice in Student Details.

Print a list of Medical Practices

- Click **Print All** ![printer icon]
- Choose **Screen** and click **OK**
- **View** the list then **Close**

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5 Medical Information

General > Student Details

The Medical Window contains three tabs that will display medical information recorded for a student.

Student Status Bar

The Student Status Bar is designed to be visible from all panes of the window, giving users a view of key student indicators at a glance.

The Status Bar is split into two sections, with the left-hand section reserved for more sensitive data. In both sections, information on the current student is displayed using icons. Hover the pointer over an icon and it will display a description of its meaning.

Normal Bar		Sensitive Status Bar	
🔳	Flagged medical condition	🔔	Educational Support Program
🔳	Language Background other than English		
🚫	Access restriction		
🕐	Part-time student		
👆	Accepted (Admissions Roll)		
V	VET Student		
📙	Student Notes		
🔳	Name Change		

5.1 SHCS and SP's (Student Health Care Summary and Standardised Plans)

The SHCS and SP's tab provides an overview of the completed health care plans that have been received by the school and the date they need to be reviewed.

SHCS can be shared with all staff or parent/guardian may specify.

Students can have more than one Standard Plan for multiple Health Conditions.

Confirms the Standardised Plan has been completed by the parent/guardian.

Review date will default to 12 months in the future.

Note: The Reviewed date will default to display the date exactly one year after the Completed date.

5.2 Medical Details

The Medical Details tab shows current information on permissions, and the sharing of the Student Health Care Summary (SHCS).

Ambulance Cover Provider details can be entered

Medicare and Health Care Card details can be added to this Tab

Note: As schools have a Duty of Care to students, parents need to be informed that in cases of serious injury, first aid will be provided and an ambulance called if necessary. Permission to Administer First Aid should therefore be ticked by default.

5.3 Health Care Planning/Plans

Health Care Planning tab displays a list of Health Conditions assigned to a student. By highlighting each Health Condition, the associated Daily Management Plan and Emergency Response Plan details are revealed.

Students could have multiple Health Conditions.

The information will appear on the Student Update Form.
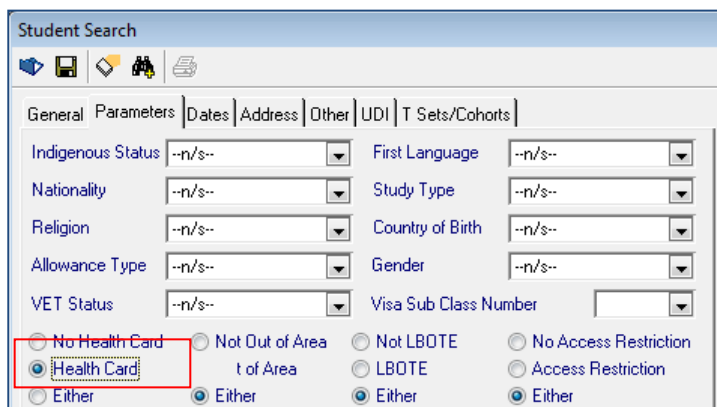
5.4 Searching Medical Details

Activity:

Searching for students with a Health Care Card
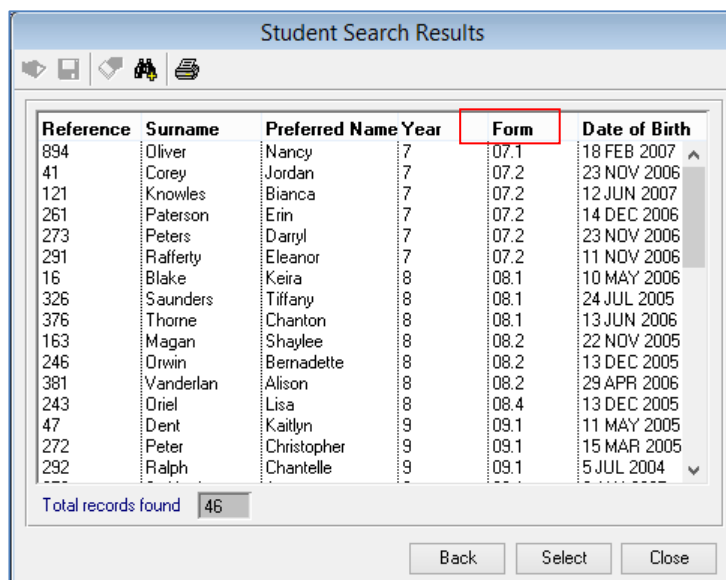
General > Student Details

- Click Find Student   🔍
- On the **Parameters** tab, select **Health Card**

- Click **Find** or press **<Enter>**
- Click on **Form** to sort the students by Form

- Click Print Find Results   🖨
- **Close** the print screen and Search results windows

Searching for a Health Condition

- Click Find Student
- On the **Other** tab, select **Asthma** from the Health Condition list

- Click **Find** or press **<Enter>**
- Click on the **Year** header to sort the students by year.
- Click on the Printer   to send the list to the screen
- **View** then close the report

- Click Back   Back , then **Clear Settings**

- On the **Other** tab, select **Vision impaired** from the Health Condition list

- Click **Find** or press **<Enter>**
- Click on **Date of Birth** to sort the students by Date of Birth
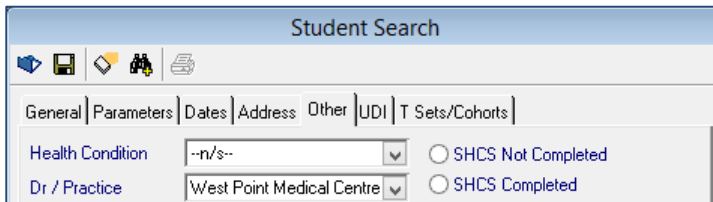
Reference	Surname	Preferred Name	Year	Form	Date of Birth
5	Angus	Sally	12	12.1	3 MAY 2002
26	Brown	Oliver	8	08.3	24 JUL 2005
208	Moore	Gregory	8	08.1	11 OCT 2005
14	Bishop	Alecia	8	08.1	13 DEC 2005
31	Carless	Matthew	8	08.3	13 DEC 2005
795	Gray	Sebastian	7	07.1	8 OCT 2006
862	Hardley	Todd James	7	07.1	20 JUN 2007
760	Bailie	Doyen	4	Room 4	4 FEB 2010
832	Dunstan	Jennifer	4	Room 4	17 JUN 2010

- Click Print
- Close the print screen and Search results windows

Searching for a Medical Practice

- Click Find Student 🔍
- On the **Other** tab, select **West Point Medical Centre** from the Dr/Practice list
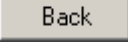
- Click **Find** or press **<Enter>**
- **View** the results
- Click Back [Back], then **Clear Settings** ◇
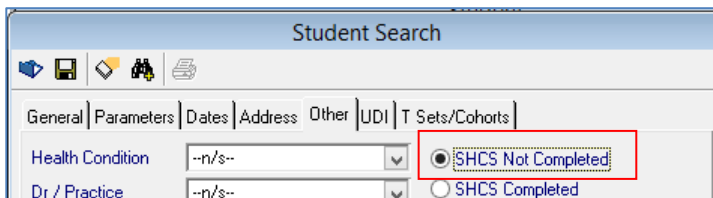
Students with a Student Health Care Summary Not Completed

- On the **Other** tab, select **SHCS Not Completed**
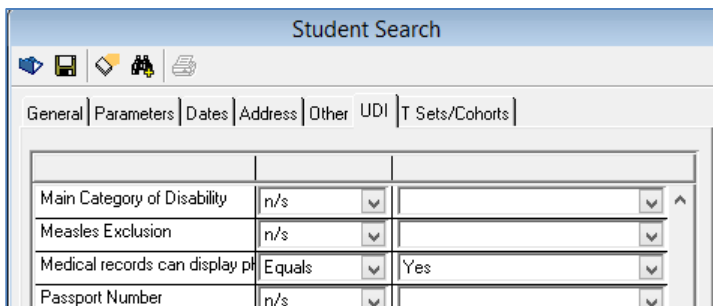
- Click **Find** or press **<Enter>**
- Click **Select** and **Yes** to create a browse set of all the students who have Not Completed a SHCS

Searching for students whose Medical Records can display a Photo

- Click Find Student 🔍
- On the **UDI** tab, find **Medical records can display photos**
- Select **Equals** from the drop down list, type **Yes**
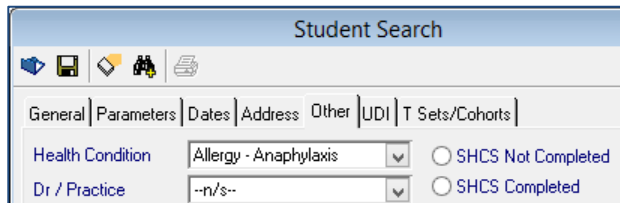
- Click **Find** or press **<Enter>**
- Click Print 🖨

Find all the students with Allergies using Advanced Search

- Click Find 🔍
- On the **Other** tab, select **Allergy - Anaphylaxis**

- Click **Find** or press **<Enter>**

Reference	Surname	Preferred Name	Year	Form	Date of Birth
764	Fitzpatrick	Grant	K	K/P	2 JUN 2015
799	Halligan	Simon	1	Room 1	10 MAY 2013
253	Pallister	Maria	10	10.2	31 OCT 2003
277	Pickup	Kaitlin	9	09.2	6 JAN 2005
332	Schoknecht	Peter	9	09.3	5 JUL 2004

Total records found 5

- Click 🔍 to search for the additional **Allergy** students
- Click Add Students 📁
- On the **Other** tab, select **Allergy - Other**

- Click **Find** or press **<Enter>**

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- Click **Select** and **Yes**
- Click on the **Year** column header to sort into Years
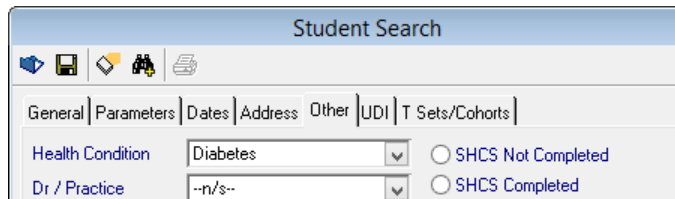

- Click Print 🖶 and send the report to the screen
- Close the report

- Click **Select** and **Yes** to create a browse set of Allergy - Anaphylaxis and Allergy – Other
- Scroll through the browse set
- Clear 🔴 the browse set

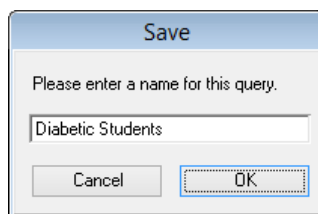*Note: There is currently no ability to save advanced searches.*

Saving a Student Search Query

- Click Find Student 🔍
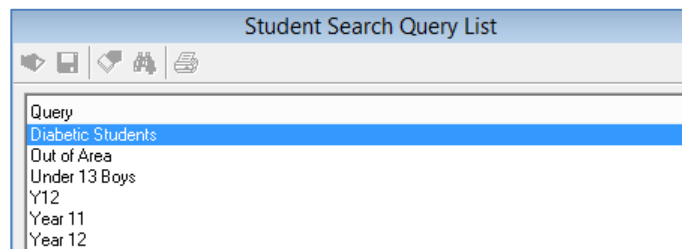- On the **Other** tab, select **Diabetes**

- Click **Save** current find settings as a query 💾
- Give it an appropriate name and click **OK**
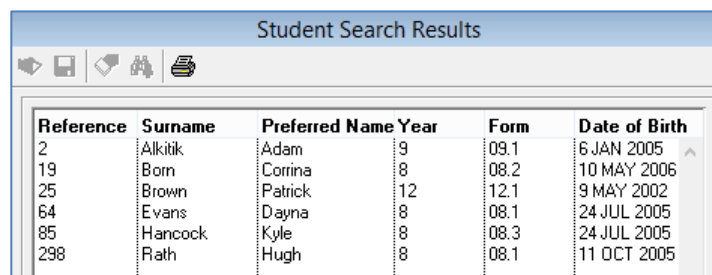
- Clear ◇ your search criteria
- Open View the Query List ⬦
- Highlight Diabetic Students

- Click **Load**
- Click **Find** to locate the students matching the query

Reference	Surname	Preferred Name	Year	Form	Date of Birth
2	Alkitik	Adam	9	09.1	6 JAN 2005
19	Born	Corrina	8	08.2	10 MAY 2006
25	Brown	Patrick	12	12.1	9 MAY 2002
64	Evans	Dayna	8	08.1	24 JUL 2005
85	Hancock	Kyle	8	08.3	24 JUL 2005
298	Rath	Hugh	8	08.1	11 OCT 2005

Note: Saving a query saves the question not the answer. Every time the query is loaded, an up-to-date list of the students matching the search criteria is displayed.

5.5 KST Templates – SHCS forms and Standardised Plans (Management and Emergency Response plans)

The Integris database is supplied with a mail merge function whereby certain administrative details such as student's names and addresses can be dynamically embedded into a MS Word template. These can then be saved as school letters. The letter templates are created before using the Send Letter function in Student Details.

Using the kst method, the user creates a letter template prior to selecting contacts to which the letter will be sent. This method is useful for printing small numbers of letters.

The Student Health Care Summary (SHCS) is not available as a kst template but can be produced from WA Reports.

5.5.1 Producing Student Heath Care Summary Forms

Activity
Julie and Justin Edwards have been recently identified as having Asthma. We would like to produce Student Health Care Summary forms for their parents to complete and return to the school. We will also produce an Asthma form for all the students in the family as they all suffer from Asthma. **WA Reports > Reports > WA Reports > Student Health Care Summary** • Click on **New Query**

- Type **EDW** and click **Find** to search for the Edwards children
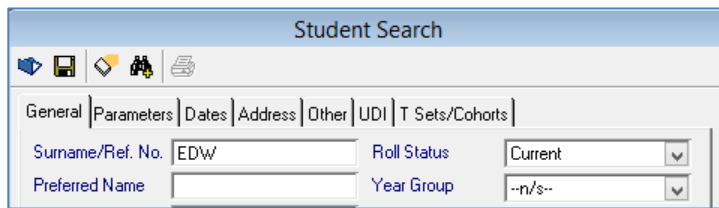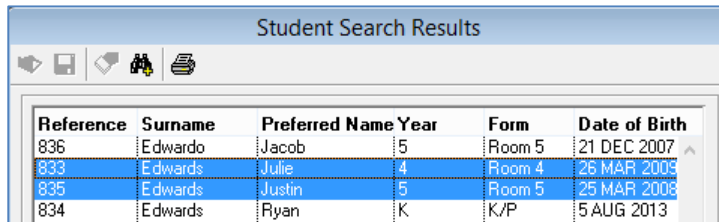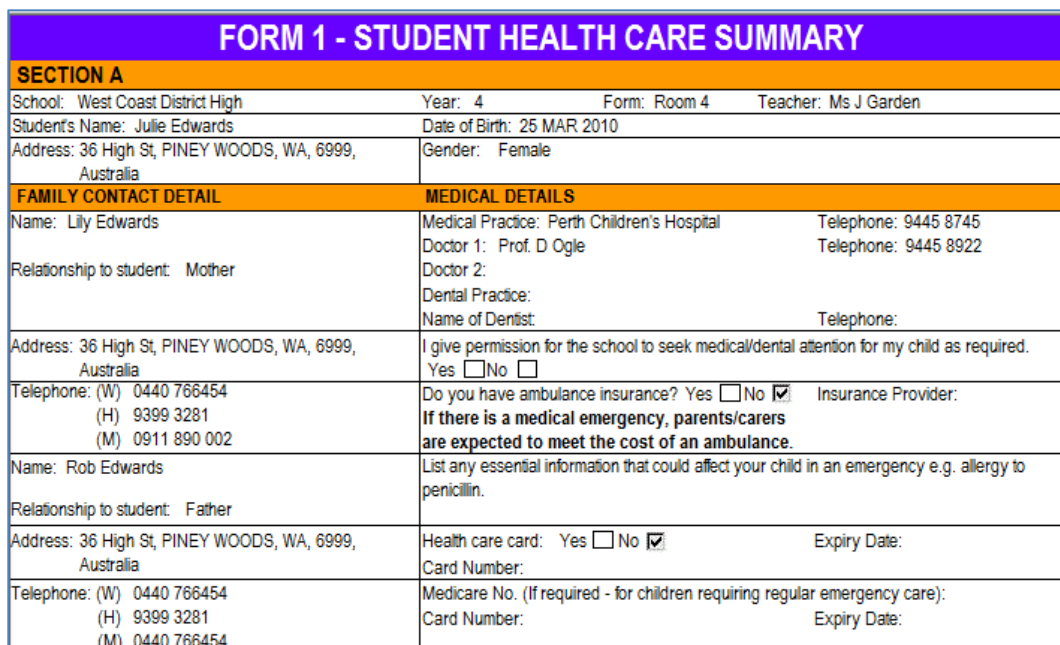

- Highlight Julie and Justin Edwards

- Click **Selec**t and **Yes**
- Click **Print** and **OK** to send the forms to the screen

A portion of the form is displayed below

- View and close the forms

5.5.2 Producing Management & Emergency Response Plans

Activity:

Produce the Asthma Forms for the three siblings.

General > Student Details

- Find **Julie Edwards**   Search EDW,J
- Right-click in the **Contacts** area and choose **Make Siblings the Browse Set**

```
Save Column Widths
Default Column Widths
Make Siblings the Browse Set
```
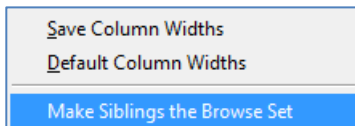
The red circle   🔴   will confirm you have a browse set with the Edwards family children.

- Click Medical
- To view the health conditions for each student click on the **Health Care Planning** tab then scroll through using **Next** ▶ and **Previous** Student ◀
- Click Send Letter
- Make the selections as below

Mailing Options

3 records in the browse set
- ● Create letters for all students in the browse set
- ○ Create a letter for the current student only

Merging system
- ● Send letter/s to "Word" using a ".kst" template
- ○ Produce a CSV file for use in a subsequent mail-merge

☐ Send to all Contacts marked as Family Mail Marker

[OK]   [Cancel]
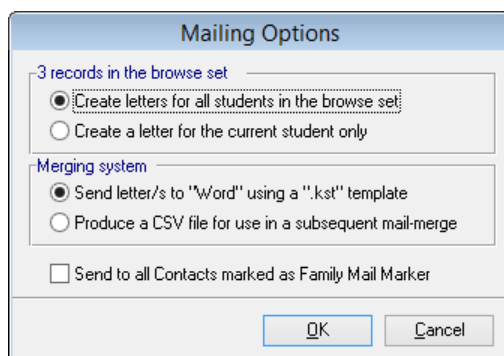
- Click **OK**
- Navigate your way to the folder where the letter template has been stored. For Training purposes this is **C:\keys\integris\mmtpl\Student Health Care Plan**

Note: At school, this will be the file path to the folder where you have downloaded and saved your Health Care Forms as ".kst" files.

- Double click on the template **FORM 8 ASTHMA.kst**

The template will merge with the information from Student Details.

Creating Letters.
Please Wait....   1
[Cancel]

- Check the Letters before clicking Yes to the option to send details to the Student's activity log

A portion of the form is displayed below

FORM 8 - ASTHMA MANAGEMENT & EMERGENCY RESPONSE PLAN

Name: Julie Edwards   DOB 25 Mar 2010   Year: 4   Form: Room 4   Teacher: Ms J Garden

Section A – Asthma management

List known trigger(s):   Dust ☐   Pollen ☐   Smoke ☐   Exercise ☐   Animal Fur ☐ Common Cold ☐
Other: _____

Daily management planning (if required): _____

Section B - Management instructions in the event of an asthma attack

Steps	Instructions
Step 1	Sit the student upright, provide reassurance, and remain calm. Remain with the student.
Step 2	Give 4 puffs of blue reliever inhaler. Use spacer if available. Use one puff at a time and ask the student to take 4 breaths after each puff.
Step 3	Wait 4 minutes. If there is no improvement give another 4 puffs.
Step 4	EMERGENCY INSTRUCTIONS If little or no improvement occurs: a) Call an ambulance immediately (dial 000). b) Call parent/carer. c) Keep giving 4 puffs of blue reliever inhale every 4 minutes, until the ambulance arrives. d) Go with the student in the ambulance if his/her parents/carers have not arrived when the ambulance is ready to leave for hospital.

Option ☒
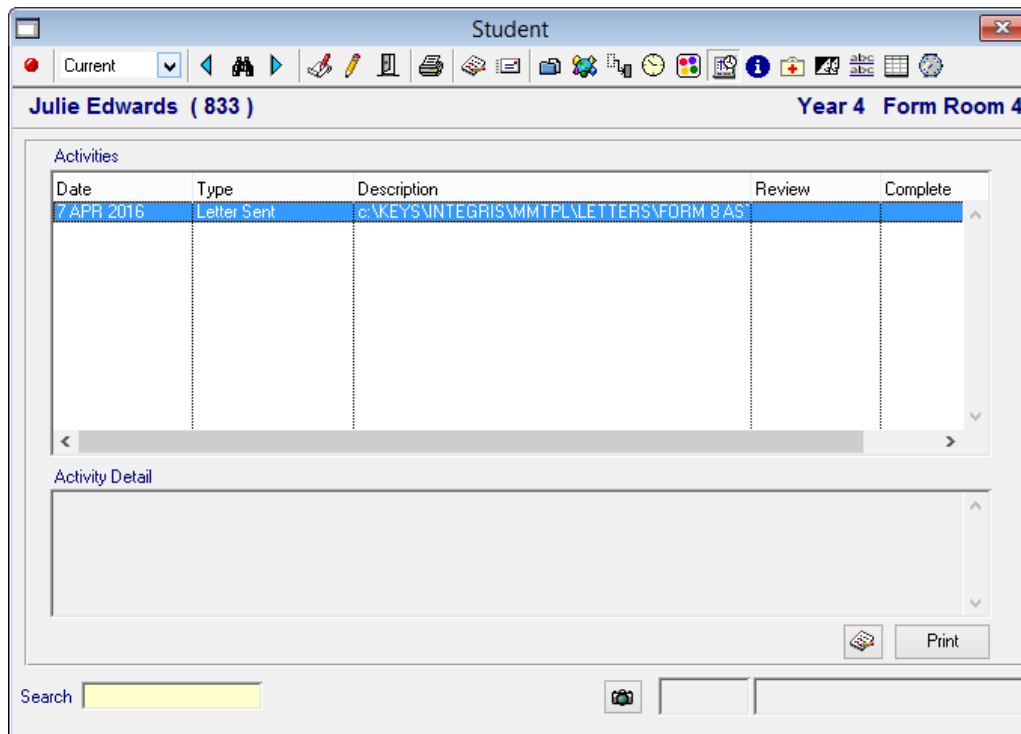
Do you want to send details of this letter to the Student's activity log.

Yes   No

- If the letters are ok, click **Yes** to send details to the Student's activity log
- **Close** the merged letters, click **No** to save

- **Keep the Form 8 Asthma and Emergency Response Plan open.** We will be able to copy the Management instructions into a student's **Health Care Plan** window.

Checking the Students Activity Log

- Click Student Activity
- Highlight the **Letter Sent** activity

- Click **Open Sent Letters in MS Word**
- **View**, then **close** the forms
- Click on **Print** to view a printout of letters sent to Julie Edwards

West Coast District High School
Activity Report

Produced on 4th February 2019 at 14:35

Edwards, Ryan

Date	Activity Type	Description	Review	Complete
4 FEB 2019	Letter Sent	c:\KEYS\INTEGRIS\MMTPL\LETTERS\FORM 8 ASTHMA04_02_19 142957.doc		No

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5.5.3 Review-Producing Planning Documents from the kst Templates

<table>
<tr><td>

Activity

</td></tr>
<tr><td>

Thy Smith has Epilepsy. Produce the Student Health Care Summary form and a Standardised Plan (Management and Emergency Response plan) for him. Use the Student Health Care Summary from WA Reports and the Form 7 kst template.

</td></tr>
</table>

5.6 Entering Medical Details

Important: When a medical condition is life threatening, it should be marked as 'Health Condition flagged on status bar'.

Keith Jones' Medical Details are incomplete. He has returned a new Student Health Care Summary (SHCS) and we can update the Student Record.

Activity:

General > Student Details

* Find the student **Keith Jones**

  Search JONES,K

* Click Medical

* Click Edit Student

* Choose the student's Medical Practice from the drop down list
* Enter the name of the doctor

Medical Practice | Dental Practice

West Point Medical Centre

Doctor
Dr B.Scott

Address
18 Hay Street
WEST PERTH WA 6008

Telephone 1   9443 8856
Telephone 2
Fax

A section of Keith's Student Health Care Summary Form is shown below. The Health Care Card Number, Ambulance Insurance Provider and Medicare Details also need to be entered into the student's record.

- Check **SHCS Completed** and enter **today's** date in **SHCS Completed Date**
- Check the box for SHCS to be shared

Note: The review date will automatically default to the following year

- Click on the Medical Details Tab
- Click on the **Medical Details** tab
- Check **Ambulance Cover** and add **HBF** as the Provider
- Check **Permission to Call Doctor** and **Permission to Administer First Aid**
- Enter the **Medicare Card** information
- Enter the **Health Care Card** information.

- Click on the **Health Care Planning** tab
- Click Add New Record
- Select **Asthma** from the Health Condition drop down list

- Enter the **Daily Management Plan** information
- Enter the **Emergency Response Plan** information. This can be copied and pasted from the Management Instructions on **Form_8_Asthma**

- Check **Medication required**
- Check **Daily Management Plan** required
- Check **Health Care Plan to be shared with all Staff**
- Check **Emergency Response Plan** required
- Check **Health condition plagged on status bar**

- Check the information entered, then click **OK**
- Click Open Medication Details
- Click Add Medication
- Enter the Medication information

- Enter an Expiry Date
- Check the information entered, then click **OK**
- Click Close
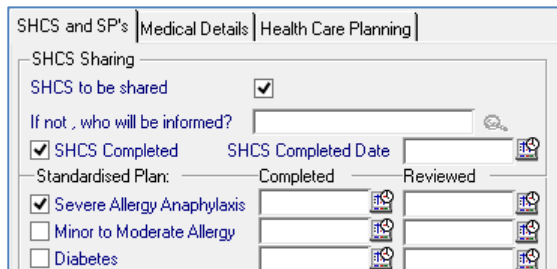
- Click **OK** to save

- Click on the Summary Folder [icon] to return to the main student window.

Note: If expiry dates are entered here, they can be monitored using the Medication Report in the Admin Reports > General Reports area.

Entering Medical Details for Allergy-Anaphylaxis

- Find the student **Haylee Marlin**   Search [MAR,H]

- Click Medical 🏥 and Edit Student ✏️

- Select the **SHCS and SP's** tab,
- Check **SHCS Completed** and enter TODAY's date in **SHCS Completion Date**
- Check **Severe Allergy Anaphylaxis** and enter TODAY's date as the **Completed** date
- Check **SHCS to be shared**
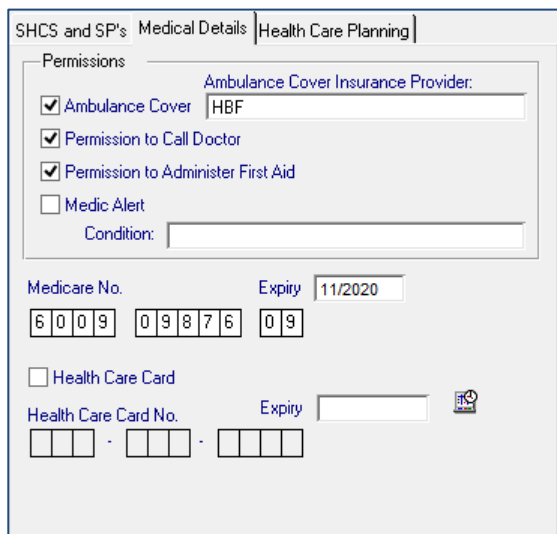
- Click on the **Medical Details** tab
- Check **Ambulance Cover** and add the Provider
- Check **Permission to Call Doctor** and **Permission to Administer First Aid**
- Enter the **Medicare Number and expiry date**
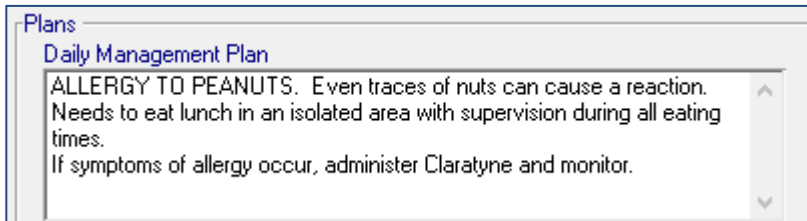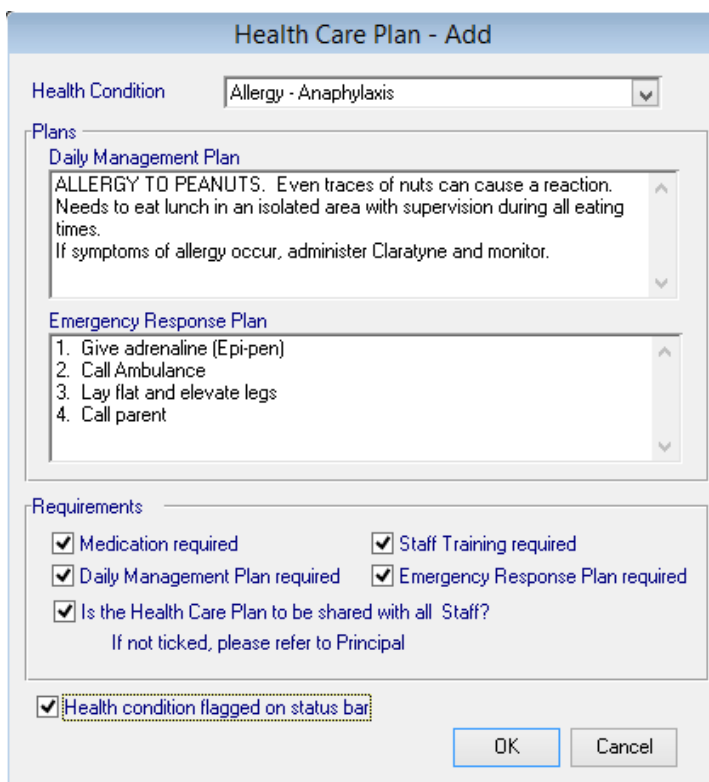
- Select the **Health Care Planning** tab
- Click Add New Record
- Select **Allergy - Anaphylaxis** from the Health Condition drop down list
- Enter the **Daily Management Plan** information

Plans

Daily Management Plan

ALLERGY TO PEANUTS. Even traces of nuts can cause a reaction.
Needs to eat lunch in an isolated area with supervision during all eating times.
If symptoms of allergy occur, administer Claratyne and monitor.

- Check the following as per screenshot below

  - **Medication required**
  - **Daily Management Plan required**
  - **Is Health Care Plan to be shared with all Staff?**
  - **Staff Training required**
  - **Tick the Emergency Response Plan required box**
  - **Health condition flagged on status bar**

Health Care Plan - Add

Health Condition | Allergy - Anaphylaxis ▾ |

Plans

Daily Management Plan

ALLERGY TO PEANUTS. Even traces of nuts can cause a reaction.
Needs to eat lunch in an isolated area with supervision during all eating times.
If symptoms of allergy occur, administer Claratyne and monitor.

Emergency Response Plan

1. Give adrenaline (Epi-pen)
2. Call Ambulance
3. Lay flat and elevate legs
4. Call parent

Requirements

☑ Medication required   ☑ Staff Training required
☑ Daily Management Plan required   ☑ Emergency Response Plan required
☑ Is the Health Care Plan to be shared with all Staff?
        If not ticked, please refer to Principal
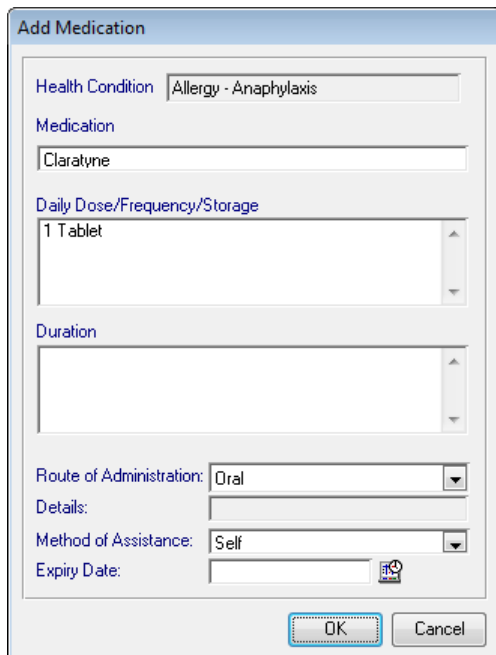
☑ Health condition flagged on status bar

[OK]   [Cancel]

- Check the information entered, then click **OK**

- Click Open Medication Details and Add Medication
- Enter following information and include an expiry date
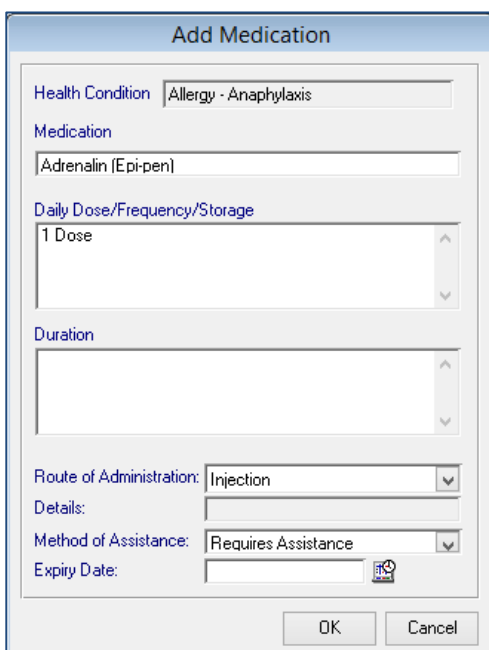
- Check the information entered, then click **OK**

Haylee has more than one medication for her allergy,

- Click Add Medication again to enter the information about the students other medication
- Enter following information and include an expiry date

- Click **OK** and **Close** the medication window

- Click Open Staff Training details ![icon]
- Enter the **Type of training** information

Staff Training

Health Condition: | Allergy - Anaphylaxis

Type of training:

Use of Epi-pen
Anaphylaxis identification and treatment

Authorised staff:

Ref No.	Surname	FirstName	Training Date	Retraining Date
2401	Brigg	Joseph		
2400	Abbott	Elaine		

- Click Add Staff Member ![icon]
- Find **Joseph Brigg** and **Elaine Abbott**
- Highlight Joseph Brigg and click on edit ![icon]
- Enter some staff **Training** and **Retraining** dates for Joseph Brigg and Elaine Abbott

Edit Authorised Staff Training Dates

Ref No.	Surname	First Name	Training Date	Retraining Date
2401	Brigg	Joseph		
2400	Abbott	Elaine		

OK   Cancel

- Click Close

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- Click the **UDI** tab
- Highlight the **UDI - Medical Records can display photo**

- Click
- Change the UDI to **Yes**

- Click **OK**
- Review all data entered and when finalised click **OK**

Note: The need for staff training may be identified when developing student health care plans. In accordance with the Department's Student Health Care policy, teacher participation in training to support student health care is voluntary and teachers have the right not to be trained. Training for other staff is in accordance with their Job Description.

5.7 Updating Medical Details
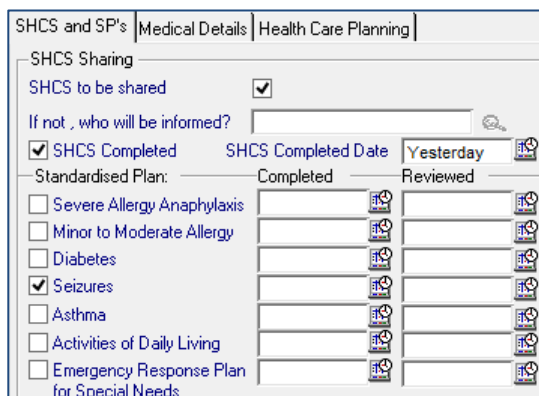
Once a student has been entered into Integris, details may be added or edited at any time. To do this, find the relevant student and click Edit Student. 🖊

Students with existing medical conditions will need to have the relevant forms merged and given to the parents who will need to complete and return the forms.

Activity:
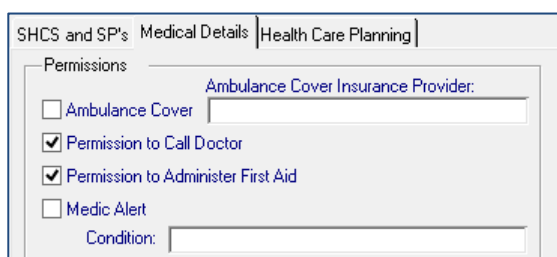
General > Student Details

- Find the student **Aimee Futterby**
- Click 🔳 and Edit Student 🖊
- Check **SHCS to be shared**
- Aimee's **SHCS** has been completed and she has completed a **Seizures Plan** as of yesterday

- Check **Permission to Call Doctor** and **Permission to Administer First Aid**
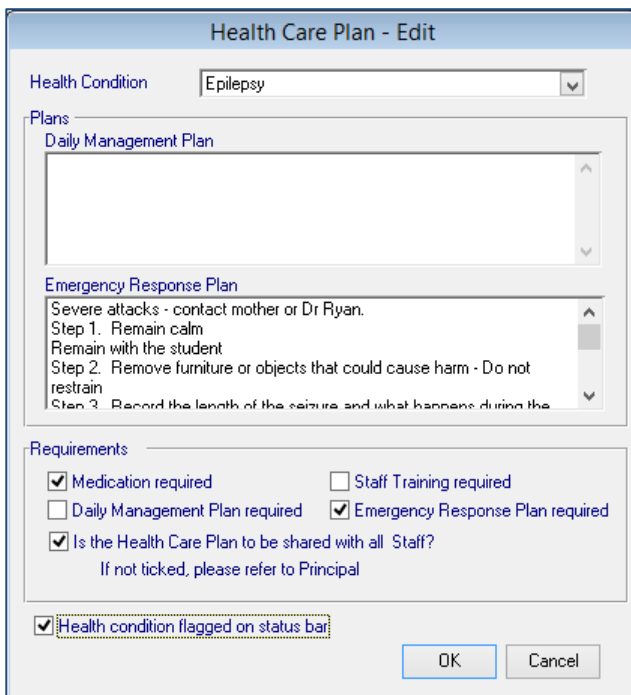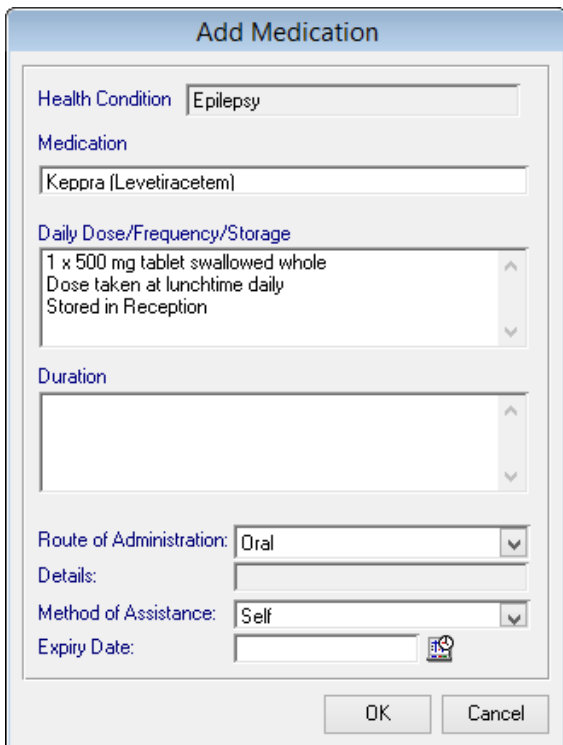
- Select the **Health Care Planning** tab
- Highlight the Health Condition and click Edit [pencil icon] and enter the information displayed below.
- Enter the **Emergency Response Plan** information from **Form 7**

Note: The Emergency Response Plan can be copied and pasted from Form 7 Seizure.kst which can be found in the following location C:\keys\Integris\MMTPL\Student Health Care Plan.

- Check
    - **Medication required**
    - **Emergency Response Plan required**
    - **Is the Health Care Plan to be shared with all Staff**
    - **Health Condition flagged on status bar boxes**

- Check the information entered, then click **OK**

- Click Open Medication Details [icon] and Add Medication [icon]
- Enter the Medication information as displayed below

Add Medication

Health Condition: Epilepsy

Medication:
Keppra (Levetiracetem)

Daily Dose/Frequency/Storage:
1 x 500 mg tablet swallowed whole
Dose taken at lunchtime daily
Stored in Reception

Duration:

Route of Administration: Oral
Details:
Method of Assistance: Self
Expiry Date:

OK   Cancel

- Check the information entered, then click **OK**

Note: It is important for records to be accurately entered into SIS Integris. Please ensure that where a student's records previously stated 'Allergy Other' in the case of Anaphylaxis, this condition has been changed to Allergy-Anaphylaxis.

5.8 Entering Immunisation Details

General > Student Details > Miscellaneous

Administration Manager allows for the entering, maintenance and reporting of student immunisation details.

> *Note: Please note that specific vaccinations, doses and dates below are no longer required to be entered into the system for students. School staff are not required to interpret immunisation records but are to use a current copy of the student's ACIR History Statement to determine what is recorded in the Vaccination Schedule Field*

From the General sidebar go to Student Details and select the Miscellaneous [abc] window.

5.8.1 Integris Fields

The fields used to record student immunisation details are found in the centre of the screen

Evidence provided: This is a check box to indicate if immunisation details have been provided for the student.

Date Checked: This indicates when the student's immunisation details were last checked.

Vaccination Schedule: This will display one of six possible values. The value to be held for each student is determined from the Australian Childhood Immunisation Register (ACIR) Immunisation History Statement viewed by school staff on enrolment, and subsequently when immunisation details change.

> *Note: The following message was included in the Integris Version 7.01.10. When any student record is edited, the software will warn the user when the Vaccination Schedule field is blank for that student.*

Use the Department of Educations Immunisation Fact Sheet located at the web address below for information on how to update Student immunisation details in Integris.

http://det.wa.edu.au/intranet/stims/detcms/intranet/student-information-management-system/sis-administration/administrator-manager-module/student-health-care/

In edit mode click on the arrow to the right of the Vaccination Schedule field to reveal the values.

Measles Exclusion: For students enrolled using the ACIR procedures, any student marked as anything other than *'up to date'* or *'fully completed'* may need to be excluded during an outbreak of measles.

5.8.2   Procedural Notes

A copy of a student's Australian Childhood Immunisation Register ACIR Immunisation History Statement is requested at the time of enrolment. School staff are asked to take a photocopy of the ACIR History Statement provided by the parent at this time. Parent(s) and guardian(s) should be reminded to advise the school of any update to these details on at least an annual basis.

- The School Nurse should be given access to the available student's immunisation status on request.
- Parent Contact details for students in K-2 can be shared with the school nurse for the purpose of following up unimmunised students.
- In the event of an outbreak of a vaccine preventable disease such as measles, contact details for parents of students of any age whose immunisation status is not "up to date" or "fully completed" can be provided to the Department of Health.

The Principal may authorise the School Nurse to have direct access to the School Information System – with restricted user privileges.

If the ACIR Statement is *not* provided for a student, the school administration staff should provide parents with a copy of the Department of Health brochure *'Starting school? Moving to a new school? Inform the school of your child's immunisation history'* and ask them to provide a copy of the ACIR Immunisation History Statement as soon as possible.

School administration staff will select from the following six(6) values for the Vaccination Schedule field.

- Fully completed
- Up to date
- Not up to date
- No-Medical
- No-Objection
- Not Provided

Details and clarifications of these values are available from the 'Guidelines for Recording and Managing Immunisation Data on SIS 2012' document on the Department of Education's website at the address below.

http://det.wa.edu.au/studentsupport/behaviourandwellbeing/detcms/portal/

Student Health Care

→   Parent information brochure
→   Student health care summary and health care planning forms
→   Administration of medication - guidelines and forms
→   Emergency response plan for student with special needs
→   Best practice guidelines for common health issues in schools
→   Managing anaphylaxis
→   Confidentiality and informed consent
→   Guidelines for recording and managing student immunisation data on SIS 2012

5.8.3   Further Information

Integris can store MMR (Measles) vaccination dates and DTP (Diphtheria, Tetanus and Pertussis) vaccinations. Schools are no longer required to enter this information, but may choose to do so if they wish. Refer to the information below.

Current students may have this information on record until they leave the school, however incoming students need only have their Vaccination Schedule field completed

Diphtheria, Tetanus & Pertussis (Whooping Cough) Vaccinations (Year 7 students)
Information regarding immunisation status of year 7 students who have accessed this vaccination (dTpa) can be gained via the school based immunisation team assigned to your school

Date of last Tetanus Vaccination:
The last tetanus vaccination / booster is offered at the time of both the 4 year old vaccination and also the year 7 vaccinations

5.8.4   Reports

Several Reports are available from Integris to summarise Immunisation information for the students within your school. These can be provided to the school nurse if required.

5.8.5 Vaccination Schedule Field Flow Chart

School Staff are to use this flow chart to determine what is recorded against the Vaccination Schedule field in Integris. Please be aware of the student's date of birth before commencing data entry.

Flow chart for Recording a Child's Immunisation Status in SIS at Enrolment
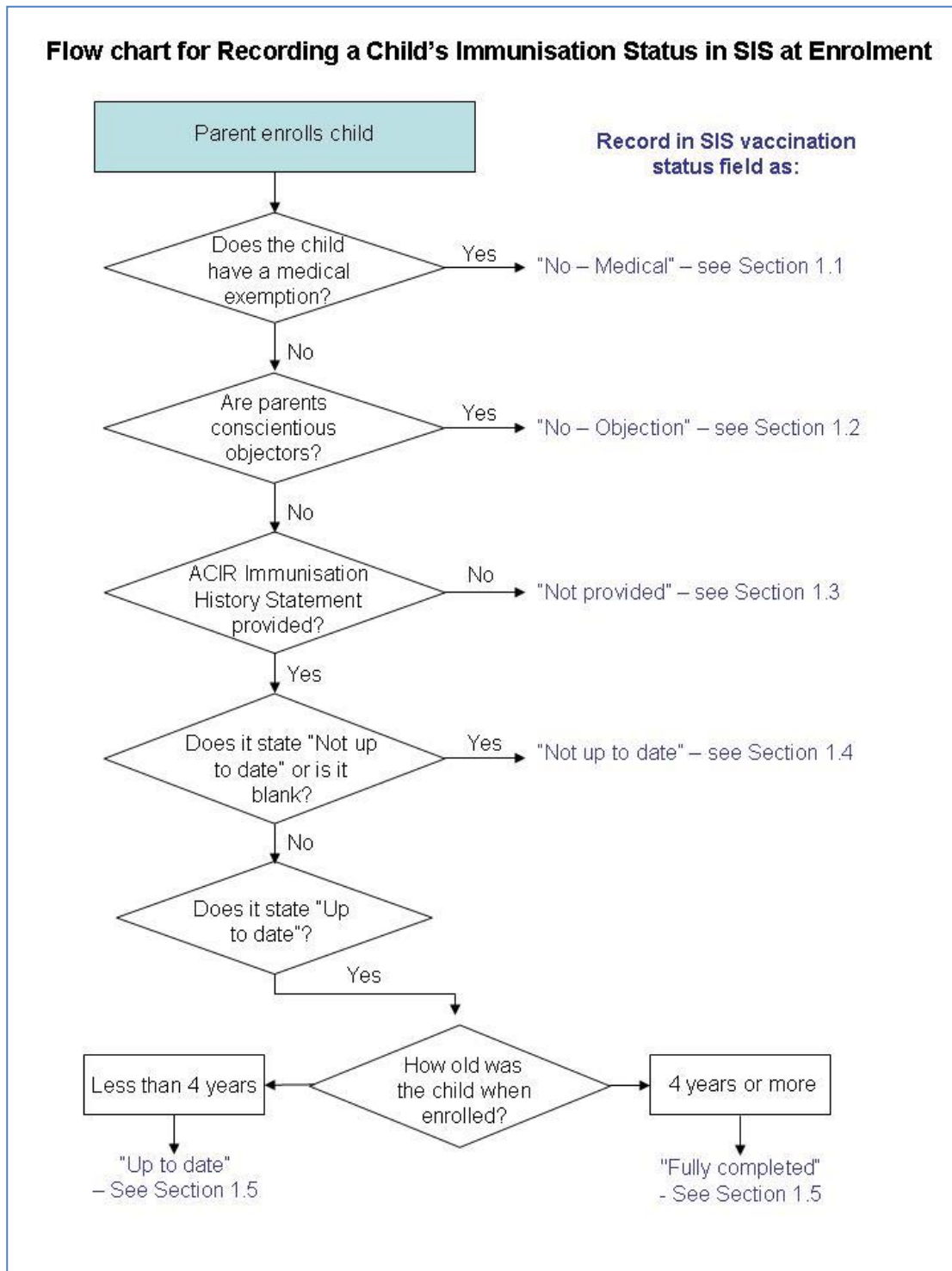
5.8.6 Vaccination Schedule Field in Integris (Explanatory Notes)

No- Medical (Medical Contraindication)

On very rare occasions, a child may be exempt from vaccination due to a medical contraindication. Parents are asked to inform the principal upon enrolment if their child has immunisation exemption(s) for medical reasons. Medical exemptions should be recorded as '**No-Medical'** in Integris.

No- Objection (Conscientious objector)

Parents are asked to inform the principal in writing upon enrolment if they are conscientious objectors to immunisation for their child. This should be recorded as **'No-Objection'** in Integris.

> *Note: Parents may inform the school that their child has received 'homeopathic' vaccinations but has not been vaccinated using standard vaccines. Unless an ACIR Immunisation History Statement is provided as evidence that the student has received approved vaccinations, they should be recorded as 'No-Objection' in Integris.*

Not Provided

If parents do not provide an ACIR Immunisation History Statement for their child at, or within two weeks of enrolment and they have not indicated that there is a medical contraindication to vaccinate or that they have a conscientious objection to immunisation, then the student's immunisation status should be entered as **'Not Provided'** in Integris.

> *Note: Please ask parents to provide a copy of their child's ACIR Immunisation History Statement as soon as possible. To assist them, they can be provided with a copy of the brochure: Starting school? 'Moving to a new school? Inform the school of your child's immunisation history'. Any further follow up will be managed by the school/community nurse.*

Not up to Date

The immunisation status of children who have received no vaccinations or who have commenced but not completed the immunisation schedule will be indicated as 'Not up to Date' or blank on their ACIR Immunisation History Statement, (see Appendix 1, Figures 2a and 2b for examples). These children should be recorded as **'Not up to Date'** on Integris.

Up to Date and Fully Completed

From a DoH perspective, an ACIR Immunisation History Statement that indicates a student's immunisation status is 'Up to Date' requires a different response depending on the child's age at enrolment (see Flow Chart on page 46 of these notes)

Children enrolled at less than 4 years of age with an ACIR Immunisation History Statement that reads 'Up to Date'

Children enrolled at less than 4 years of age will not have had the opportunity to have been offered their 4 year old vaccinations and will need to be followed up by the community nurse to ensure the schedule is completed. These children should be entered as **'Up to Date'** on Integris

Children enrolled at 4 years and older with an ACIR Immunisation History Statement that reads 'Up to Date'

Children enrolled over 4 years of age will only have their immunisation status recorded as 'Up to Date' on the ACIR Immunisation History Statement if all their 4 year old vaccinations have been completed. These children will require no further follow up by the community nurse and should therefore be recorded as **'Fully Completed'** on Integris.

5.9 Immunisation Reports in Integris

Schools can produce the Immunisation Report in WA Reports, and the Vaccination Schedule Reports in Ad hoc Reports to view immunisation information recorded in Student Details in Integris.

Once information is recorded on Integris, schools may filter the information to produce these reports for specific students, for example;

- only those students who came to the school since a particular date
- only those who have had their details checked more than a year ago
- students in a specific year group who have no immunisation details provided
- or perhaps using the Student Find to show only those students with a vaccination schedule of **'Not up to date'**
- or just those students flagged for measles exclusion.

5.10 Example of ACIR Immunisation History Statements

Up to date example

Figure 1 – ACIR 'Immunisation History Statement' of a child with an immunisation status of up to date.

5.11 Entering Individual Immunisation Details

We can enter a value for a student's vaccination schedule through the individual student record or in bulk through Speed Edit

---

Activity:

General > Student Details

- Find 🔍 and choose Admissions Roll and Year Group **K**

- Click **Select** and **Yes** to create a browse set of the Admissions Students for Kindergarten.
- Look for the Browse set indicator 🔴 to confirm you have created a browse set

---

- Click Miscellaneous abc
- Click Edit ✏
- Tick Evidence provided, enter Date checked as today and Up to date in the Immunisation fields for **Caitlin Borsche**

Immunisation Details

Evidence provided ☑   Date Checked [   ] 🕓   Vaccination Schedule [Up to date ▼]

Measles Vaccination

MMR (1st dose at 12 months) [   ] 🕓

MMR (2nd dose at 4 years) [   ] 🕓

Measles Exclusion ☐

Diphtheria, Tetanus and Pertussis Vaccinations

DTPa (Immunisation completed to school entry ☐

DTPa (Year 7) ☐

Date of last Tetanus vaccination [   ] 🕓

- Click **OK** to save

- Click Next Student ▷
- Click Edit Student ✏
- Enter the following information for the student **Harry Carmelina**

Immunisation Details

Evidence provided ☑   Date Checked [Today's Date] 🕓   Vaccination Schedule [Not up to date ▼]

Measles Vaccination

MMR (1st dose at 12 months) [   ] 🕓

MMR (2nd dose at 4 years) [   ] 🕓

Measles Exclusion ☐

Diphtheria, Tetanus and Pertussis Vaccinations

DTPa (Immunisation completed to school entry ☐

DTPa (Year 7) ☐

Date of last Tetanus vaccination [   ] 🕓

- Click **OK** to save
- Clear 🔴 the browse set
- Close Student Details

Note: Schools wishing to enter specific vaccination details, for example, MMR or DTPa can enter those details here but may also use the Speed Edit option.

Important: Schools will need to follow up Immunisation Information to update current students. Ask parents to provide an updated copy of their ACIR History Statement after 4YO Immunisation, or if there has been any change in the Immunisation Status provided at Enrolment

6   Speed Edit

Admin > Speed Edit
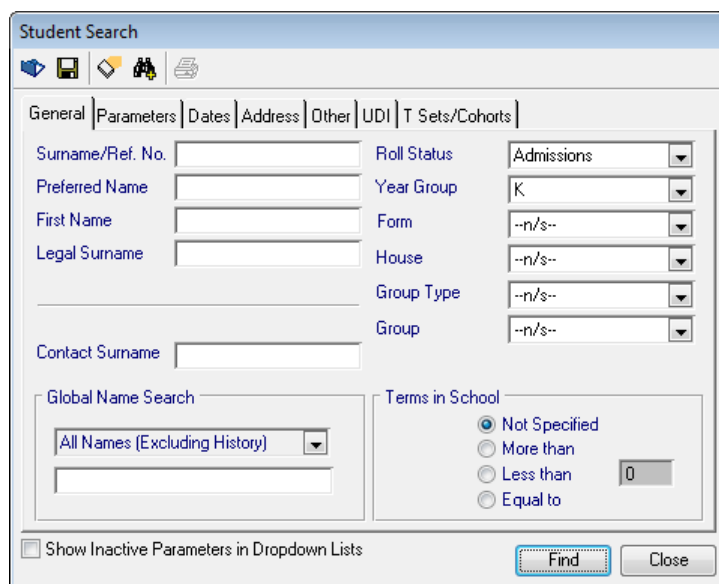
Speed Edit enables users to edit a number of student records at the same time in order to make the process of bulk editing much faster. Student lists and information may also be printed.

6.1   Speed Edit-Immunisation Details

Activity:
Speed Edit the Vaccination Schedule for Admissions Roll Students • Select ****Student UDI Fields**** from the Area menu • Select **Vaccination Schedule** from the UDI Field menu • Click on Search ![binoculars] and select the Kindy students on the Admissions Roll ![Student Search dialog] • Highlight students and assign the values below • Each time you select a New Value, click on the ![checkmark] to update

CIVICA

Speed Edit

Area
** Student UDI Fields **

UDI Field
Vaccination Schedule

| Select All | Deselect All | Invert Selection | Blanks | n/s |

Ref.	Student Name	Value	Status
25	Borsche, Caitlin	Up to date	
23	Carmelina, Harry	Not up to date	
18	Dowling, Blake	Up to date	M
22	Freeborn, Jackson	No - objection	M
9	Gordes, Marcus	Up to date	M
24	Kabulla, Izan	Up to date	M
21	Lamont, Isabelle	Not provided	M
20	Newbery, Naomi	Not provided	M
19	Wilson, Skye	Not provided	M

New Value Not provided ✓ Close Save

- Click **Save** and **Yes**

View and Update the Vaccination Shedule for current Kindergarten Students.

- Click on Search 🔍 and select the Kindy students on the Current Roll to view their Vaccination Schedule records

Speed Edit

Area
** Student UDI Fields **

UDI Field
Vaccination Schedule

| Select All | Deselect All | Invert Selection | Blanks | n/s |

Ref.	Student Name	Value	Status
778	Andrews, Luke	Up to date	
818	Brood, Cassie	Up to date	
763	Caterer, Fleur	Up to date	
787	Davies, Naglazas	Up to date	
834	Edwards, Ryan	Up to date	
838	Elliott, Wendy	Up to date	
840	Emery, Kira	Up to date	
764	Fitzpatrick, Grant	Up to date	
777	Pate, Lorena	Not up to date	
864	Pilter, Trent	No - objection	
850	Smith, Eileen	Not up to date	
819	Thomas, Celeste	Not provided	
803	West, Thy	Up to date	

New Value Not provided ✓ Close Save

Update to the Changes shown below

Speed Edit

Area
** Student UDI Fields **

UDI Field
Vaccination Schedule

[Select All] [Deselect All] [Invert Selection] [Blanks] [n/s]

Ref.	Student Name	Value	Status
778	Andrews, Luke	Fully Completed	
818	Brood, Cassie	Fully Completed	
763	Caterer, Fleur	Fully Completed	
787	Davies, Naglazas	Fully Completed	
834	Edwards, Ryan	Fully Completed	
838	Elliott, Wendy	Fully Completed	
840	Emery, Kira	Fully Completed	
764	Fitzpatrick, Grant	Fully Completed	
777	Pate, Lorena	Not up to date	
864	Pilter, Trent	No - objection	
850	Smith, Eileen	Fully Completed	
819	Thomas, Celeste	Not up to date	
803	West, Thy	Up to date	

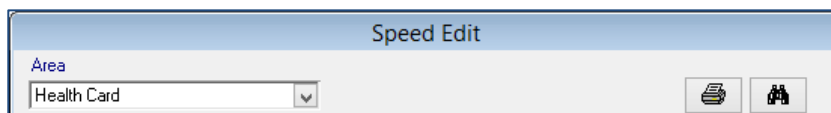**New Value** [Not up to date] [✓] [Close] [Save]

- Click Save and Yes

civica

6.2 Speed Edit-Medical Information

Activity

Speed Edit Health Card
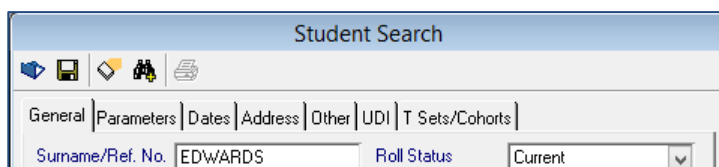
The Edwards family has been given a Health Care Card.

- Select **Health Card** from the **Area** menu

- Find 🔍 the Edwards family

- Click **Find**

- Click **Select** and **Yes**

- Highlight the three students

- Click in the **New Value** box
- Click Apply Changes
- Click **Save** and **Yes**

Speed Edit Medical Practice

The Edwards family have also changed their Medical Practice.

- Select **Medical Practice** from the **Area** menu
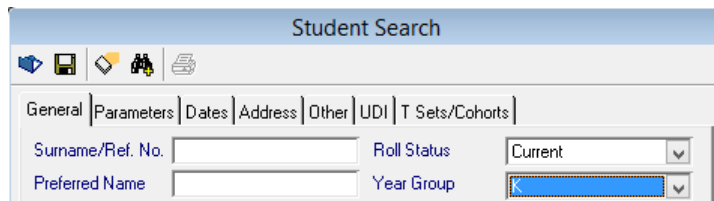
- Highlight the three students
- Click in the **New Value** drop down list and select **Redbrick Medical Centre** or the centre you added today

- Click Apply Changes
- Click **Save** and **Yes**

Speed Edit Medical Practice continued

- Find 🔍 all the students in **Year Group K**

- Assign all the Kindergarten students a Medical Practice

- Click Apply Changes ✓
- Click **Save** and **Yes**
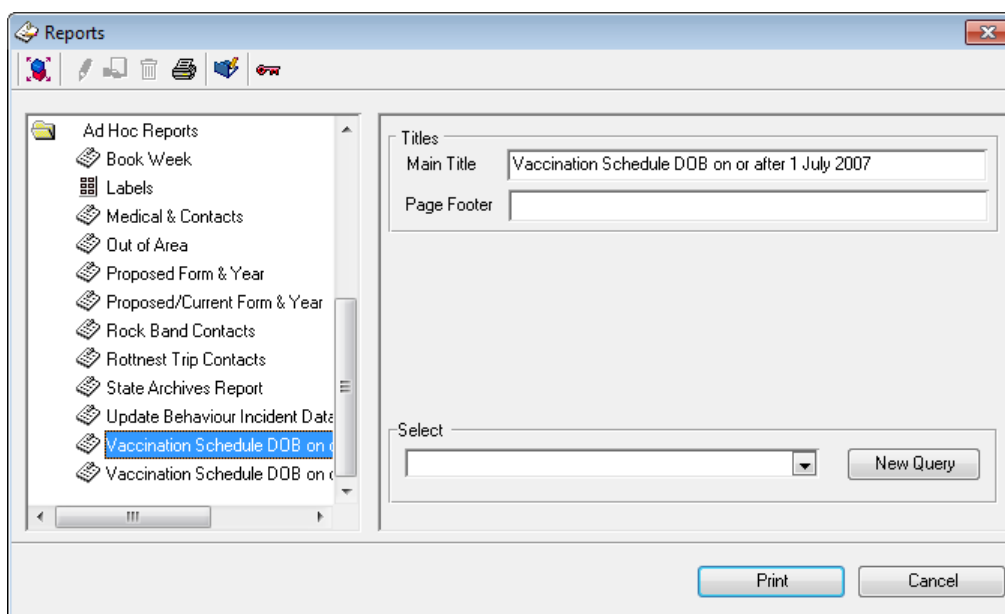
7 Immunisation Reports

7.1 Admin Reports-Vaccination Schedule

<table>
<tr><td>

Activity

</td></tr>
<tr><td>

Admin > Reports > Ad Hoc Reports > Vaccination Schedule

- Highlight the **Vaccination Schedule DOB on or after 1 July 2007** Report

- Click on **New Query** and select the **Dates** tab
- Enter the **Date of birth range** as shown

</td></tr>
<tr><td>

Note: Entering the From Date only ensures that all the students who are born after the 01 July 2007 will be located using this search.

</td></tr>
<tr><td>

- Click **Find, Select** and **Yes**
- Click **Print**

</td></tr>
</table>

This Vaccination Report will display only the Vaccination Schedule Field for the selected students.

West Coast District High School

Vaccination Schedule DOB on or after 1 July 2007

First Name	Surname	Form	Year	DOB	Student Phone	PG1 : Mobile	Vaccination Schedule
Jackie	Albert	Room 4	4	3 OCT 2009	9396 7008		
Penelope	Allen	Room 5	5	19 DEC 2008	9397 7110	0408 896 786	Fully Completed
Tamara	Allen	Room 2	2	24 AUG 2011	9397 7110	0408 896 786	Fully Completed
Kyle	Amber	Room 2	2	24 AUG 2011	9393 7809	0411 778 902	Fully Completed
Kurt	Anderson	Room 3	3	1 AUG 2010	9221 6324	0411 778 2345	
Luke	Andrews	K/P	K	3 MAR 2015	9396 4941		Fully Completed
Charmaine	Avery	Room 3	3	16 JUN 2011	9393 3136		Not provided
Doyen	Bailie	Room 4	4	4 FEB 2010	9397 1817	0411 667 892	Not provided
Reuben	Baker	Room 6	6	21 FEB 2008	9393 1916		Not provided
Ross	Barbour	Room 6	6	21 FEB 2008	9391 8025		Not provided
Tareq	Becker	Room 5	5	24 MAR 2009	9392 3807		Not provided
Tanya	Born	Room 6	6	8 MAY 2008	9395 5093		Fully Completed
Cassie	Brood	K/P	K	3 MAR 2015	9394 9563		Fully Completed
Steven	Brown	Room 5	5	7 AUG 2008	9395 1891		Not provided
Fleur	Caterer	K/P	K	2 JUN 2015	9397 2095		Fully Completed
Nora	Chum	Room 6	6	29 OCT 2007	9394 6006		Not provided
Cherie Ann	Conchi	Room 2	2	7 FEB 2012	9393 1916		Not provided
Melissa	Connell	Room 3	3	16 JUN 2011	9392 2016		Not provided
Damien	Content	Room 5	5	19 DEC 2008	9392 1993		Not provided
Naglazas	Davies	K/P	K	4 AUG 2014	9394 7627		Fully Completed
Candice	Davies-Slate	Room 2	2	18 MAR 2012	9396 5931		Not provided
Sebastian	De Jong	Room 2	2	7 FEB 2012	9397 2978		Not provided
Zola	De Mamiel	Room 3	3	5 FEB 2011	9395 1939		Not provided
Troy	Dean	Room 2	2	1 OCT 2011	9393 7637		Not provided

- Close the Report

Admin > Reports > Ad Hoc Reports > Vaccination Schedule

- Highlight the **Vaccination Schedule DOB on or before 30 June 2007** Report

- Click **New Query** and select the **Year 7** students
- Click **Print**
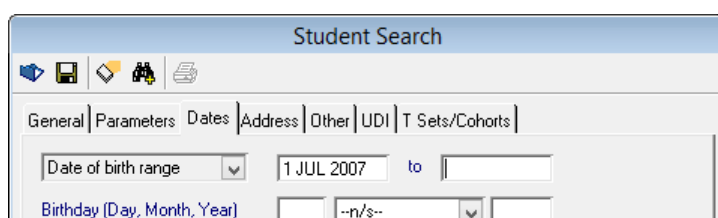
West Coast District High School

Vaccination Schedule DOB on or before 30 June 2007

First Name	Surname	Form	Year	DOB	Student Phone	PG1 : Mobile	Vaccination Schedule
Maria	**Alkitik**	07.1	7	16 MAY 2007	9221 6548	0418765554	Not provided

DTPa (Imm completed to sch)
MMR (1st dose at 12 months)
MMR (2nd dose at 4 years)
Measles Exclusion   YES
Date of last tetanus

Kylie	**Amber**	07.1	7	17 JAN 2007	9393 7809	0411 778 902	Fully Completed

DTPa (Imm completed to sch)
MMR (1st dose at 12 months)
MMR (2nd dose at 4 years)
Measles Exclusion   YES
Date of last tetanus

Guy	**Andrews**	07.1	7	17 FEB 2007	9222 8754	0419 992 445	Not provided

DTPa (Imm completed to sch)
MMR (1st dose at 12 months)
MMR (2nd dose at 4 years)
Measles Exclusion   YES

- View and Close the report

7.2 WA Reports-Immunisation Report

WA Reports > Reports > WA Reports > Immunisation Report

- Highlight the Immunisation Report
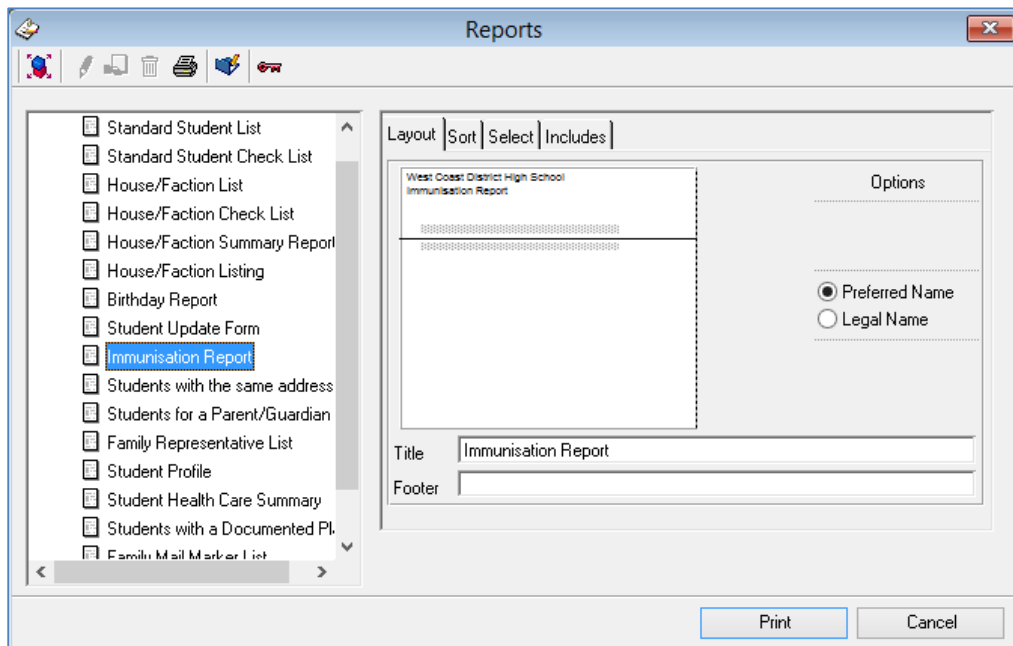
- Click on the **Sort** tab
- Sort by **Year, Form**, then **Sex**

Note: If the School Nurse prefers to work with year groups then the example shown will provide a useful sort. Alternately, Form could be selected as the first Sort Field.

- Click on the **Select** tab
- Click on the Hand to **Select All**

- Click on the **Includes** tab
- Choose the additional information to be included as shown below

- Click **Print** and **OK**

West Coast District High School
Immunisation Report

Students for all Year Groups

Name	Year	Form	Sex	DOB	Details Provided	Date Checked	Vaccination Schedule	Measles Exclude
Brood, Cassie	K	K/P	F	03/03/2015	NO		Fully Completed	YES
Caterer, Fleur	K	K/P	F	02/06/2015	NO		Fully Completed	YES
Elliott, Wendy	K	K/P	F	03/03/2015	NO		Fully Completed	YES
Emery, Kira	K	K/P	F	03/03/2015	NO		Fully Completed	YES
Pate, Lorena	K	K/P	F	04/08/2014	NO		Not up to date	YES
Smith, Eileen	K	K/P	F	03/03/2015	NO		Fully Completed	YES
Thomas, Celeste	K	K/P	F	03/03/2015	NO		Not up to date	YES
7 Female(s)								
Andrews, Luke	K	K/P	M	03/03/2015	NO		Fully Completed	YES
Davies, Naglazas	K	K/P	M	04/08/2014	NO		Fully Completed	YES
Edwards, Ryan	K	K/P	M	04/08/2014	NO		Fully Completed	YES
Fitzpatrick, Grant	K	K/P	M	02/06/2015	NO		Fully Completed	YES
Pilter, Trent	K	K/P	M	04/08/2014	NO		No - objection	YES
West, Thy	K	K/P	M	02/06/2015	NO		Up to date	YES
6 Male(s)								
13 Student(s) in Form K/P								
13 Student(s) in Year K								
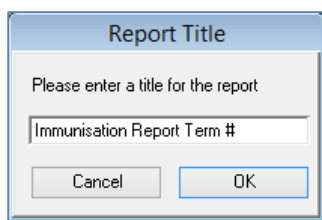
The report will switch from portrait to landscape based on how many and which additional fields have been selected

- Click on **Save as a Custom Report**
- Name the report **Immunisation Report Term #** and click **OK**

The report is now saved to the Custom Reports folder
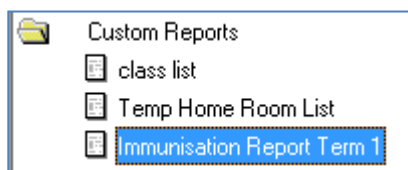
If the report is to be shared

- Click *Allow Custom Report to be used by others*
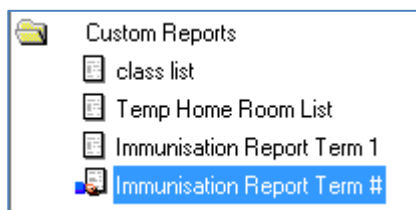
- **Close** WA Reports

8 Medical Reports

8.1 Admin > Reports

Each folder on the left-hand side contains a number of reports. To run a report, click on the relevant report to highlight it. Any Sort Fields and Options will be displayed on the right of the window.
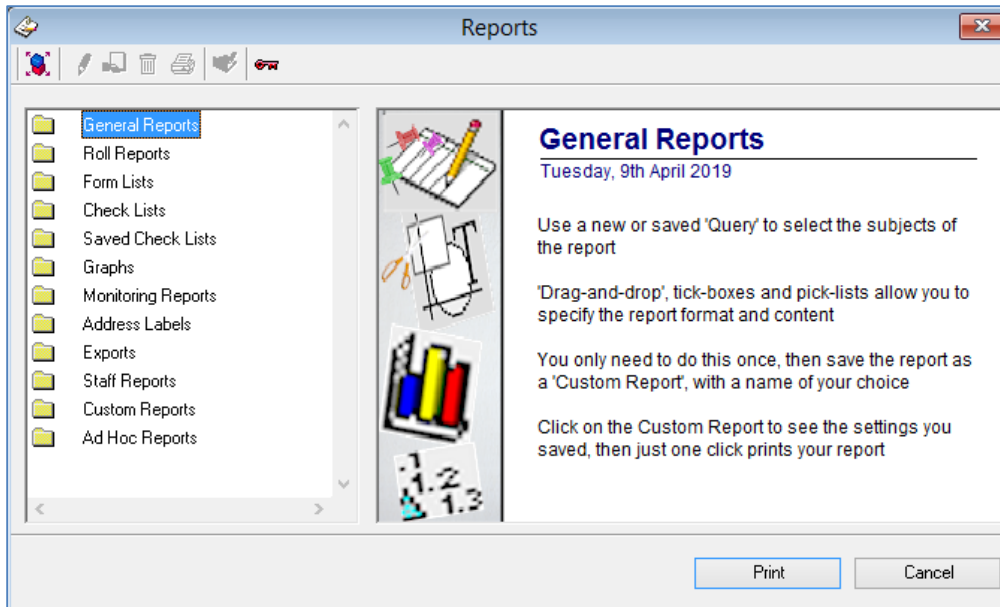
Example: For a **Standard Form List** report choose your report options such as **Year, Surname** etc. and to sort the report by a particular field, drag the field name from the **Sort Fields** box on the left into the **Sort Field** box on the right. Alternatively, double click on a **Sort Field** to select it. Place a tick in checkboxes to total a field or to display each new value for a sort field on a new page.
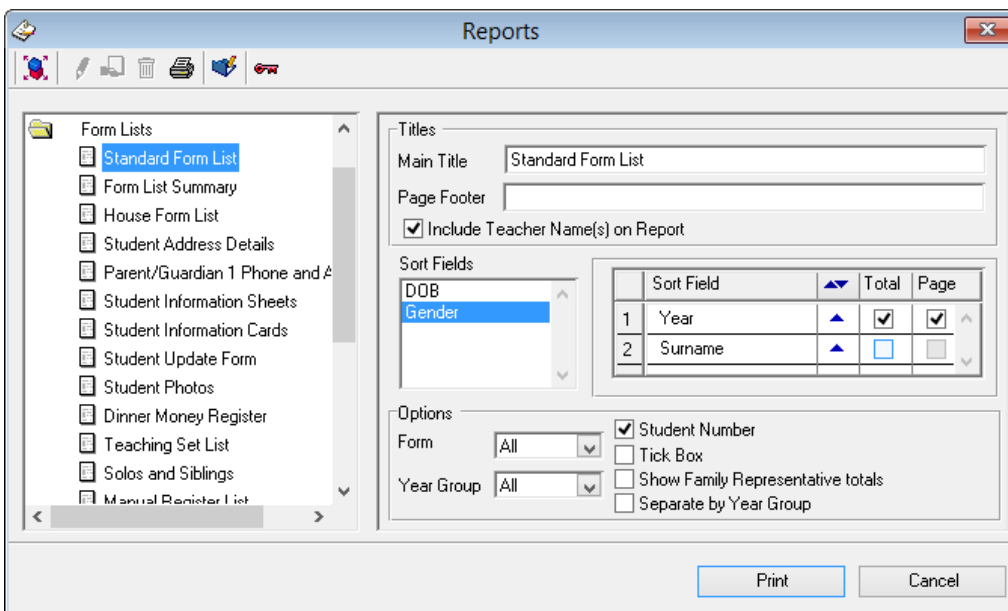
When all the details have been set up, click **Print** and choose a destination for the file.

The **General and Roll Reports** do not have the same options as the **Form List**. Instead you are asked to select students using the **New Query** button. This enables you to select students based on a previously saved query or to select a new query. Selecting **New Query** brings up the standard Student Search window.

Once the query has been defined, click **Print** and choose a destination for the file.

 If you often run a standard report using the same criteria, you can save the settings for future use by clicking on the Save as a Custom Report button. This stores the report settings in the **Custom Reports** folder.

If other users need to run the report, use the **Allow Custom report to be used by others** button

 so that other users can be given access rights to the report.

To expand the whole of the reports tree at once, click on the Expand Tree button .

8.1.1 Medical Details Report

> **Activity**
>
> **Admin > Reports > General Reports > Medical Details**
>
> - Sort by **Form**
> - Click **New Query** to find all **Current** students
> - Check all the tick boxes
>
>
>
> - **Print** the report to screen

8.1.2 Medical Conditions Trained Staff Report

Admin > Reports > General Reports > Medical Conditions Trained Staff

- Sort by **Form** then **Year**
- Click **New Query**
- Find All Current students

- *Print* the report to the screen

8.1.3 Medication Report

Admin > Reports > General Reports > Medication Report

- Sort by **Form** then **Year**
- Click **New Query**
- Find **All Current** students

- *Print* the report to the screen

8.1.4 Medical Conditions Report

Admin > Reports > General Reports > Medical Conditions

- Click **New Query** to find all **Year 7** students
- Tick the box to **Include Daily Management Plan**

- *Print* the report to screen

8.1.5   Health Care Conditions Review Date

Admin > Reports > General Reports > Health Care Conditions Review Date

- Select **All** plans
- Put in the **Review Date** as From **4th Feb 2019**

- **Print** the report to screen

8.1.6   Doctor Practice List

Admin > Reports > General Reports > Doctor/Practice List

- Sort by **Form**
- Click drop down list next to New Query to load the saved query **Diabetic Students**

- **Print** the report to screen

8.1.7 Student Activities Report

Admin > Reports > General Reports > Student Activities Report

- Click **New Query** to find all current students
- Choose the Activity Type **Letter Sent**
- Enter Activity Date From **4th FEB 2019** to **today's date**
- Check all the boxes and select **Both** from the **Completion Status** drop down menu

- **Print** the report to screen

8.1.8   Student Information Cards

Admin > Reports > Form Lists > Student Information Cards

- Select **Year Group 7**

- **Print** the report to screen

8.2 WA Reports

A shortcut is available to WA Reports through the Student Profile Icon

8.2.1 Student Update Form

WA Reports > Reports > WA Reports > Student Update Form

- Use **New Query** to find **Haylee Marlin**
- Check the Options below and enter a Return by Date of a week from TODAY

- Click on the **UDIs selected** button to select the appropriate UDI fields from the list to include in the update form, then click **OK**
- Certain Contact details can be hidden on the Student Update Form by clicking on Hide Details

- **Print** the report to screen

Note: Another Student update Form is available through Admin > Reports > Form Lists

---

9 Student Emergency Contact

The Emergency button can be used to quickly display all relevant information on a student or staff member in the event of an emergency.

Located in the top left-hand corner of the screen and present at all times the software is open, you will see the two Emergency Contact buttons for Students and Staff.

Click on an icon to load the standard Search window, enter a student or staff member's name and load their data. The **Emergency Contact** window will open. The following example is for a student.

Emergency Contact

Keith Jones (770)   **Year 6 Form Room 6**
Male   Date of Birth 29 OCT 2007   Age 11 Yrs 5 Mths

Contact No: 1	Doctor / Medical Practice
Name: Ms Heather Jones (Mother)	Dr. B Scott
Address 13 Mcfarlane Highway, PINEY WOODS, WA, 6999, Australia	West Point Medical Centre ☑ Permission to call Doctor ☑ Permission to administer First Aid
	Address 18 Hay Street WEST PERTH WA 6008
Salutation Mrs Jones	
☎ 9397 2632	Tel. 1 9443 8856
Tel. 1 9397 2632	Tel. 2
Tel. 2	Fax
Mobile	☑ Ambulance Cover
Fax	Ambulance Cover Insurance Provider HBF
E-Mail	

Medical Description
Asthma

Emergency Procedure
Step 1 Sit the student upright, provide reassurance, and remain calm.
Remain with the student.
Step 2 Give 4 puffs of blue reliever inhaler.
Use spacer if available. Use one puff at a time and ask the

Print   Close

Student emergency information can also be accessed via the Emergency icon on the Admin sidebar.

Admin
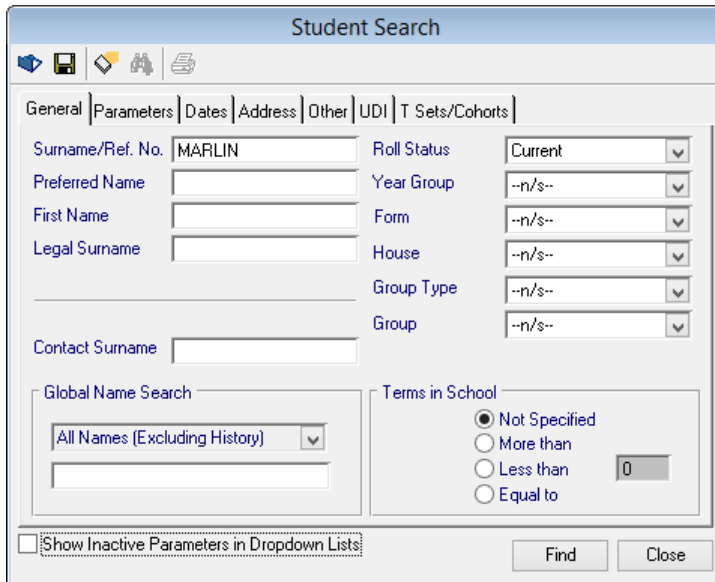
Emergency

Activity

Print emergency details for Haylee Marlin

- Click Student Emergency Contact

- Enter **MARLIN** in the **Surname/Ref** field and click **Find**

```
                          Student Search
◆ 🖬  🗇 🏕 🖨

General | Parameters | Dates | Address | Other | UDI | T Sets/Cohorts |
Surname/Ref. No.  MARLIN          Roll Status      Current        ▼
Preferred Name                    Year Group       --n/s--        ▼
First Name                        Form             --n/s--        ▼
Legal Surname                     House            --n/s--        ▼
                                  Group Type       --n/s--        ▼
                                  Group            --n/s--        ▼
Contact Surname

┌ Global Name Search ──────────┐  ┌ Terms in School ────────┐
│                              │  │  ◉ Not Specified        │
│ All Names (Excluding History) ▼│  │  ○ More than           │
│                              │  │  ○ Less than      0     │
│                              │  │  ○ Equal to            │
└──────────────────────────────┘  └─────────────────────────┘

☐ Show Inactive Parameters in Dropdown Lists      Find      Close
```

- Click **Find**

- Scroll through the Contacts ◀ ▶

- **Print** the report to the screen

- Repeat for **Keith Jones**

- **Close** the report and the emergency details window

Activity: Review

Write down the steps/path you would take to complete these tasks

1. Add a Medical Practice

2. Run a query to find all students with epilepsy

3. Enter a Health Condition for a student

4. Record Permission to Call Doctor

5. Record details of medication that a student may take.

6. Produce a form that can be sent home to parents for students' details to be updated

7. Produce a list of students and their medical conditions

10 FAQ'S Electronic Records (Integris - SIS)

1. What is the purpose of the new health care documentation?

The aim of the new documentation is to standardise health care planning using documentation developed in conjunction with health care professionals. It also aims to reduce the workload for schools by optimising the use of SIS in recording and updating health information.

2. What forms are available?

The following Student Health Care forms are available on the [Student Health Care](#) website:

- Standardised Management/Emergency Response Plans for Common Health Care Needs
- Administration of Medication forms
- Emergency Response Plan for Students with Special Needs

FORM 1 - Student Health Care Summary

FORM 2 - Generic Health Care Management/Emergency Response Plan

FORM 3 - Administration of Medication Plan

There are seven standardised Management/Emergency Response Plans for common health conditions:

FORM 4 - Severe Allergy/Anaphylaxis Management Plan and Emergency Response Plan

FORM 5 - Minor and Moderate Allergies Management Plan And Emergency Response Plan

FORM 6 - Diabetes Management and Emergency Response Plan

FORM 7 - Seizure Management and Emergency Response Plan

FORM 8 - Asthma Management and Emergency Response Plan

FORM 9 - Activity of Daily Living

FORM 10 – Emergency Response Plan for Students with Special Needs)

SUPPLEMENTARY FORMS

FORM 11 - Letter to Parents Template – re administration of Medication

FORM 12 - Record of Health Care Support/ Administration of Medication

3. In what formats are these forms available?
The forms are available as Word documents and mail merge (kst. files).

4. What is the Student Health Care Summary (SHCS)?
The Student Health Care Summary provides an overview of the student's health care needs/conditions and indicates the type of health care plans that are needed for that student. It should be completed prior to enrolment.

5. When the parent returns the SHCS what do I do?
If the student does not require health care support, upload the information from Section A of the SHCS and file the hard copy. If the parent indicates that their child has a health condition requiring support at school, provide them with the form(s) which relate to their child's condition(s). Ask them to complete the form(s) and return to the school. Then, in the OFFICE ONLY BOX indicate the date and name of the form/s provided to the parent.

6. What if the condition does not relate to a form?
If the condition or need does not match any of the standardised forms, provide the parent with Form 2 - Generic Health Care Management/Emergency Response Plan to complete and return. Alternatively, they may provide a plan from their Medical Practitioner.

7. What do I do if a parent indicates that their child has more than one condition?
If a parent indicates on the Student Health Care Summary that their child has more than one health care need requiring support, they should be asked to complete the health care forms which match each of their child's conditions.

8. What do I do when the parent returns the health care planning forms to the front office?
On return of the completed forms, attach the Student Health Care Summary to the health care plans and enter the data onto the MEDICAL SECTION ON SIS. (For students who do not require any health care plans, just upload the relevant information from Section A of the Student Health Care Summary). When data has been uploaded give all hard copy documentation to the Principal.

9. If a student has an existing health condition and parents fail to return the update form, do we delete the old information?
No – retain until new information is obtained from the parents. Hard copies of previous forms should be kept in the student's file and normal record keeping requirements apply.

10. What does the principal do when health care plans are completed?
The principal is responsible for the implementation of the plans. If the child requires support from trained staff, the principal will need to arrange training for staff to support the child.

11. If I place the original forms in the child's school file, how will the teacher or trained support person know what to do?
Print out the Student Update Form which can be found in WA Reports for the principal, teacher and trained staff member(s).

12. Are teachers/principals going to be trained in accessing this information on Integris?
School staff can undertake the same training as registrars. A number have already attended the training. Details of the training can be found on the Student Information Management System (STIMS) website at http://det.wa.edu.au/intranet/stims/

13. What do I do to enrol in the SIS Medical Details data entry training?
Go to the STIMS website to enrol in the training. You will need to log on and enter your password to enter the site. If you have any queries, or require assistance registering for training, please contact STIMS on 9264 4622, or email Graham Ridley, graham.ridley@education.wa.edu.au.

14. What do trained staff members do?
Staff members who agree to be trained will provide daily support and/or emergency support for the student when needed. They need a copy of the Student Details report to determine what support is required.

15. Are all the health care plans only valid for a year and if so, who has to ensure that they are reviewed?
Yes - Health care forms are valid for only one year - refer to *Student Health Care* policy. This is not a new requirement. The Principal is responsible for ensuring health care plans are reviewed annually. It is not the responsibility of the school nurse. Nurses can, however, provide advice on the more complex health care plans if requested to do so.

16. How do I conduct an annual review of the Student Health Care information?
Print out the Student Details Update Form from SIS for all students and send it home for the parent to sign off as correct. If the parent returns the form with new information, update SIS and print out a copy for the teacher and trained support staff. Retain the previous forms in the student's file.

17. When do I use Form 3 - Administration of Medication Form?
This template would usually be used for managing the short term use of medication (e.g. antibiotics). In cases where short term medication is required and the student does not have ongoing health care needs, the parent is only required to complete the Administration of Medication form. Long term use of medication would usually be incorporated in a standardised or generic health care plan.

18. Can I give a teacher multiple copies of Form 3 - Administration of Medication form ready for parents to complete when needed?
Yes

19. Who will ensure that the medication and medical procedure requested by parents is correct?
Some forms require Dr's signature. On other forms, the requirement for a Dr's signature is at the principal's discretion. If in doubt, the principal can ask for a Dr's signature. If the support requested is complex, advice can be sought from the school nurse.

20. What do I do if the mail merge documents become corrupted?
If the mail merge forms become corrupted, stop the print run and restart. When printing out the forms, only print a maximum of 20 at one time and do not touch the mouse, or work on the computer while the documents are printing.

21. Why do we need sign off from the parent to display a photo?
Privacy requirements mean a parent must give permission for a school to place a child's medical details with a photo on view for staff.

22. Can I display the child's medical details and photo on view in the staffroom?
You will need the parents' permission as many non DoE staff may enter the staffroom and see the child's private medical information. How and where the photo and medical details will be displayed should be agreed and documented in the health care plan.

23. If a parent ticks that the plans are not to be shared with staff then how do we inform relief staff etc? And who is entitled to see these plans?
Parents have the right not to share health information. However, the Principal will need to negotiate an agreement that ensures the safety of the child and school staff. It may be necessary to maintain health records for this student in hard copy rather than in SIS to ensure confidentiality. Advice and assistance can be sought from the Regional Education Office.

24. What should I do when a class has an off site activity e.g. excursion, camp?

Print out the Student Details Update Form from SIS for all students and send it home for the parent to sign off as correct. If the parent returns the form with new information, update SIS and print out a copy for the teacher and trained support staff. Provide a copy to the staff taking the students on excursion.

25. What is the purpose of the Emergency Response Plan for Students with Special Needs?

It provides an overview of the health care needs and emergency response requirements for students with multiple health care needs. In an emergency it can be given to the ambulance service and /or hospital emergency department.

26. If a parent indicates that no first aid is to be administered what do we do?

This response depends on the issue - in cases of minor injury, call the parents. However, schools have a Duty of Care to students. In cases of serious injury, parents need to be informed that first aid will be provided and if necessary an ambulance will be called. Seek support from Regional Education Office if necessary.

27. Why do only some forms mandate the requirement for a medical practitioner's signature and others leave the requirement at the principal's discretion?

A medical practitioner's signature is required for complex and/or potentially life threatening conditions such as anaphylaxis. However, for most conditions, the requirement for a medical practitioner's signature is at the principal's discretion. If a principal is uncertain or concerned for any reason about the health care requirements requested by a parent/carer, they should insist on a medical practitioner's signature.

28. When do you use the medical flag on SIS?

Use the Medical Flag on SIS to indicate life threatening conditions.

29. What are the legal implications for school officers and registrars in regards to the data entry?

Forms should be signed by parents before data is entered. Reasonable steps should be taken to ensure quality assurance of data entry.

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11 Support

Should you require support please contact the **Customer Service Centre (CSC)** at the Department of Education.

Contact details below:

11.1 Phone (CSC)

Metro: 9264 5555
Country: 1800 012 828

Please be prepared to supply your *ID number*, *contact details* and a *brief description* of the problem.

11.2 Fax (CSC)

9264 4701

Please include your *ID number*, *contact details* and a *brief description* of the problem.

11.3 Email (CSC)

customer.service.centre@education.wa.edu.au

Please include your *ID number*, *contact details* and a *brief description* of the problem.

12 Online Manuals and Training Notes

12.1 Civica Education

Online manuals and training notes are available to download in PDF format from the Civica Education website.

www.civicaeducation.com.au.

Select online manual login.
Username: school
Password: help

12.2 STIMS Project

The Department's Student Information Management Project (STIMS) website has numerous factsheets and support documents for all Integris Administration modules.

http://www.det.wa.edu.au/intranet/stims

Links to the Integris Manuals are also available from the STIMS website or by going to Help within Integris.

13 Support Materials and Websites

The Student Health Care Policy can be found at the following web address:

http://www.det.wa.edu.au/policies/detcms/policy-planning-and-accountability/policies-framework/policies/student-health-care

Health Care Planning Documents can be found at:

http://det.wa.edu.au/studentsupport/behaviourandwellbeing/detcms/portal/

Useful Websites: Other Student Health Services and Support

http://www.det.wa.edu.au/inclusiveeducation/detcms/portal/