

# CIVICA

## Integrus Student Health Care Data Entry Training Notes



## Document Versions

Ver.	Reason	Who	Date
0.1	Draft	Joshua Kragt (RMA)	01/12/08
0.2	Proofed and amended	Susan Richardson (RMA)	05/12/08
0.3	Changes to content	Joshua Kragt (RMA)	13/01/09
0.4	Updates after DET review	Joshua Kragt (RMA)	23/01/09
1.0	DET Approved	Joshua Kragt (RMA)	28/01/09
1.1	Minor changes	Joshua Kragt (RMA)	10/02/09
1.2	Update for Semester 2 2009 & Admin 6.90.21	Joshua Kragt (RMA)	23/06/09
2.0	Amendments requested by DET	Susan Richardson (RMA)	15/07/09
2.1	Minor changes	Joshua Kragt (RMA)	24/09/09
2.2	Updated for 2010 & 6.91.10	Joshua Kragt (RMA)	15/12/09
3.0	Proofed with minor amendments	Shauna Henry (RMA-WA)	18/12/09
4.0	Minor corrections after DET review	Shauna Henry (RMA-WA)	06/01/10
5.0	Updated for Version 6.92.19	Shauna Henry (RMA-WA)	01/07/10
6.1	Version correction and minor amendments	Derek Mathieson (RMA)	20/08/10
7.0	New template attached	Derek Mathieson (RM Ed)	24/09/10
7.1	Updated for 2011 and 6.93.10	Derek Mathieson (RM Ed)	03/12/10
7.2	Updated Immunisation details after advice from DoE and DoH.	Derek Mathieson (RM Ed)	21/12/10
8.0	Completed Update for 6.93.10 and 2011	Derek Mathieson (RM Ed)	27/01/11
8.1 – 2	Updated for DoE Changes	Derek Mathieson (RM Ed)	01/04/11
8.3	Created copy for DoE	Susan Richardson (RM Ed)	21/04/11
9.0	Update Completed for DoE Change Request	Derek Mathieson (RM Ed)	03/05/11
10.0	Update for 6.94.10	Derek Mathieson (RM Ed)	12/07/11
10.1	Updated for 6.95.10 and 2012	Derek Mathieson (Civica Ed)	19/12/11
10.2	Reviewed and updated	Allison Doubikin (Civica Ed)	20/12/11
11.0	Accepted Changes and Published	Derek Mathieson (Civica Ed)	20/12/11
12.0	Updated after Training	Derek Mathieson (Civica Ed)	27/03/12
13.0	Updated for 6.96.10	Derek Mathieson (Civica Ed)	04/07/12
13.1-13.3	Updated for DoE Change Request	Derek Mathieson (Civica Ed)	23/11/12

13.4	Sent to DoE to Review Changes	Derek Mathieson (Civica Ed)	10/12/12
13.5	Minor Corrections and ready to Publish	Derek Mathieson (Civica Ed)	14/12/12
13.6	Added Health Care Review dates Report	Derek Mathieson (Civica Ed)	11/01/13
13.7	Updated for Integris 6.97.10 and 2013	Derek Mathieson (Civica Ed)	18/04/13
14.0	Completed Update and Published	Derek Mathieson (Civica Ed)	19/04/13
14.1	Minor corrections after Training	Derek Mathieson (Civica Ed)	10/07/13
15.0	Updated for Integris 6.98.10	Derek Mathieson (Civica Ed)	17/07/13
16.0	Minor Correction and Published	Derek Mathieson (Civica Ed)	17/07/13
17.0	Updated for 6.99.10 and 2014	Derek Mathieson (Civica Ed)	09/12/13
18.0	Updated for 7.00.10	Derek Mathieson (Civica Ed)	25/09/14
18.1	Updated for 7.01.10 and 2015	Derek Mathieson (Civica Ed)	02/12/14
19.0	Published for 7.01.10 and 2015	Derek Mathieson (Civica Ed)	15/01/15
19.1	Updated for 7.05.10 and 2016	Derek Mathieson (Civica Ed)	08/04/16
20.0	Updated for 7.09.50 and 2019	Shauna Henry (Civica Ed)	24/01/19

Civica Pty Ltd ACN 086 405 174  
 Copyright  
 © MMXIX  
 All Rights Reserved

This document is the property of Civica Pty Ltd and may not be  
 copied, transmitted or reproduced by any means  
 without the written permission of Civica Pty Ltd.

## Copyright

All rights are reserved. No part of this document may be reproduced or transmitted in any form or means electronic or mechanical including photocopying and recording or by any information storage or retrieval system except as may be permitted in writing by Civica Pty Ltd (trading as Civica Education).

Application for permission for use of copyright material, including permission to reproduce extracts in other published works, shall be made to the publishers. Full acknowledgement of author, publisher and source must be given.

Material is contained in this publication for which publishing permission has been sought and for which copyright is acknowledged. Permission to reproduce such material cannot be granted by the publishers and application must be made to the copyright holder.

Microsoft, Windows and Excel are registered trademarks of Microsoft Corporation. Visual Components is a trademark of OMNIS Software Limited. Integris is a trademark of RM Plc.

Because our policy is to improve our products and services continually, we may make changes without notice. We have tried to keep the information in this manual complete and accurate, but we cannot be held responsible for the consequences of any errors or omissions.

Your comments are of great value to us in improving our computer systems, publications and services.

## Intellectual Property

The contents, design, solutions and plans contained in this document represent the intellectual property of Civica Pty Ltd (trading as Civica Education) and its associates. All rights are reserved except as may be granted to the addressee in writing by Civica Education.

# Contents

1	Introduction .....	9
1.1	What is Student Health Care Data Entry?.....	9
1.2	Health Care Forms .....	10
1.2.1	Descriptions of the Forms.....	10
1.2.2	Using the Health Care Forms .....	11
1.2.3	Location of Health Care Forms.....	12
1.2.4	Downloading the Forms.....	14
2	Logging On to the System .....	15
3	Accessing Help .....	16
4	Medical Parameters .....	17
4.1	Health Condition.....	17
4.2	Medical Practices .....	18
4.2.1	Adding a Medical Practice .....	18
5	Medical Information .....	20
5.1	SHCS and SP's (Student Health Care Summary and Standardised Plans) .....	21
5.2	Medical Details .....	22
5.3	Health Care Planning/Plans .....	22
5.4	Searching Medical Details .....	23
5.5	KST Templates – SHCS forms and Standardised Plans (Management and Emergency Response plans).....	29
5.5.1	Producing Student Health Care Summary Forms .....	29
5.5.2	Producing Management & Emergency Response Plans .....	31
5.5.3	Review-Producing Planning Documents from the kst Templates .....	34
5.6	Entering Medical Details .....	35
5.7	Updating Medical Details.....	45
5.8	Entering Immunisation Details .....	48
5.8.1	Integris Fields .....	48
5.8.2	Procedural Notes .....	49
5.8.3	Further Information .....	50
5.8.4	Reports .....	50
5.8.5	Vaccination Schedule Field Flow Chart.....	51
5.8.6	Vaccination Schedule Field in Integris (Explanatory Notes).....	52
5.9	Immunisation Reports in Integris .....	53
5.10	Example of ACIR Immunisation History Statements .....	54
5.11	Entering Individual Immunisation Details .....	55
6	Speed Edit.....	57
6.1	Speed Edit-Immunisation Details.....	57
6.2	Speed Edit-Medical Information.....	60
7	Immunisation Reports .....	63
7.1	Admin Reports-Vaccination Schedule .....	63
7.2	WA Reports-Immunisation Report .....	66
8	Medical Reports .....	69
8.1	Admin > Reports .....	69
8.1.1	Medical Details Report.....	71
8.1.2	Medical Conditions Trained Staff Report.....	72
8.1.3	Medication Report.....	73
8.1.4	Medical Conditions Report.....	74
8.1.5	Health Care Conditions Review Date .....	75
8.1.6	Doctor Practice List.....	76
8.1.7	Student Activities Report .....	77
8.1.8	Student Information Cards.....	78

8.2	WA Reports.....	79
8.2.1	<i>Student Update Form</i> .....	79
9	Student Emergency Contact.....	80
10	FAQ'S Electronic Records (Integris - SIS) .....	83
11	Support .....	89
11.1	Phone (CSC).....	89
11.2	Fax (CSC) .....	89
11.3	Email (CSC) .....	89
12	Online Manuals and Training Notes.....	89
12.1	Civica Education.....	89
12.2	STIMS Project.....	89
13	Support Materials and Websites.....	90

# 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	<p>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.</p> <p>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.</p>
Form 2	<p>This form can be completed for the management of less common conditions for which no standardised plans have been developed.</p> <p>Alternatively, a plan designed to meet the student's individual needs may be provided by a medical practitioner.</p>
Form 3	<p>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.</p>
Form 4	<p>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.</p> <p>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.</p> <p>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.</p>
Form 5	<p>This form is to be completed for students with minor and moderate allergies.</p> <p>Separate forms are available for: Asthma (Form 8) and Anaphylaxis (Form 4)</p>
Form 6	<p>This form has been devised to be used for students with TYPE ONE AND/OR TYPE TWO DIABETES.</p>

Form 7	This form is to be used for students with SEIZURE CONDITIONS.
Form 8	<p>This form is to be used for students with ASTHMA.</p> <p>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.</p>
Form 9	<p>This form is to be completed for Activities of Daily Living. For example:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Tracheotomy Care</li> <li><input type="checkbox"/> Colostomy Care</li> <li><input type="checkbox"/> Catheterisation</li> <li><input type="checkbox"/> PEG feeding</li> <li><input type="checkbox"/> Other _____</li> </ul> <p>NOTE: SECTION A MUST BE COMPLETED BY A MEDICAL PRACTITIONER.</p> <p>A SEPARATE FORM SHOULD BE COMPLETED FOR EACH ACTIVITY OF DAILY LIVING.</p>
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	<p>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.</p> <p>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.</p>
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/>

#### Wellbeing [more ▶](#)



Supporting strategies and programs that encourage the development of health care plans, social skills, healthy living and resiliency in students and teachers.

[Duty of Care](#) | [Pastoral Care](#) | [Excursions](#) | [Student Health Care](#) | [Staff Health Care](#) | [Health and Wellbeing programs](#) | [Social and Emotional Health and Wellbeing](#)

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

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

## 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

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

### 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/integrismmtpl/letters as this is your Mail Merge Template folder in Integris.**

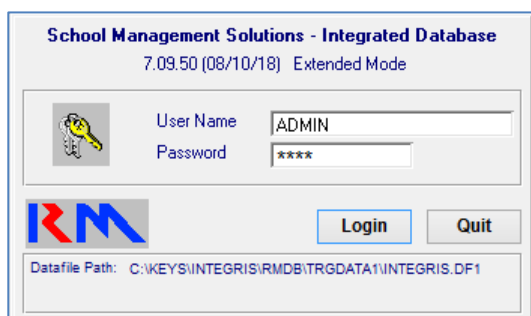
## 2 Logging On to the System

### 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**

A screenshot of a login window titled 'School Management Solutions - Integrated Database'. The window shows the version '7.09.50 (08/10/18)' and 'Extended Mode'. It has a 'User Name' field containing 'ADMIN' and a 'Password' field with four asterisks. There are 'Login' and 'Quit' buttons. At the bottom, it shows the 'Datafile Path: C:\KEYS\INTEGRIS\RMDB\TRGDATA1\INTEGRIS.DF1'. There is also a small logo on the left side of the login fields.

- 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.

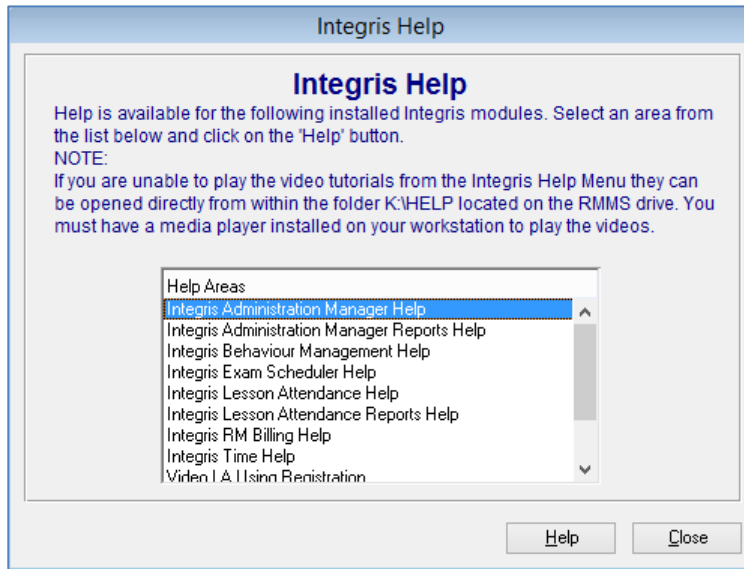
**Note: It is strongly recommended that you change your password once a month.**

### 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.



## 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.

Health Condition

Default entry: Not specified

School	Code	Description	Active	Locked
n/s	n/s	Not specified	YES	YES
	GEN	General	YES	YES
	DI	Diabetes	YES	YES
	ADD	A.D.D.	YES	YES
	ADHD	ADHD	YES	YES
	ALG	Allergy - Other	YES	YES
	AMP	Amputation	YES	YES
	AST	Asthma	YES	YES
	DYS	Dyslexic	YES	YES
	ECZ	Eczema	YES	YES
	EPI	Epilepsy	YES	YES
	HEAR	Hearing Condition (eg otitis media)	YES	YES
	HEAR	Heart Condition	YES	YES
	HYPO	Hypothyroidism	YES	YES
	LACT	Lactose Intolerant	YES	YES
	MED	Medication Required	YES	YES

☒ Only show active entries 1 record(s) have been hidden Total Active Parameters 25

Close

## 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.

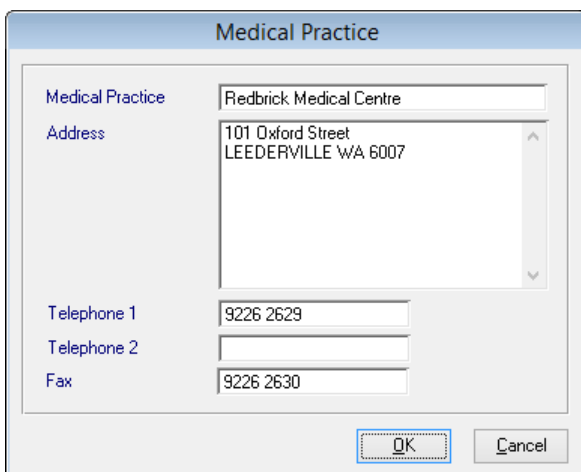
**Note: If a Medical Practice has been used in a student record, it cannot be deleted**

### 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

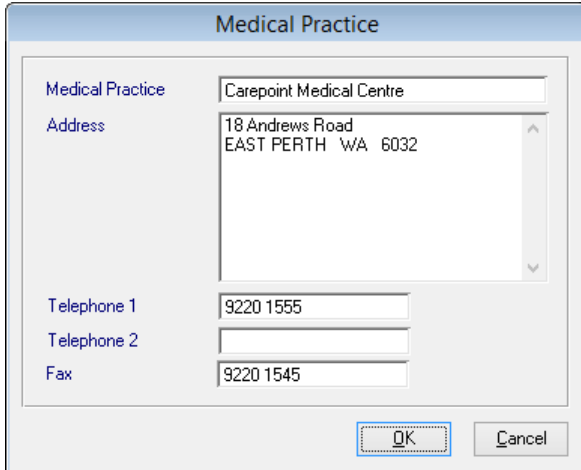


- Click **OK**

## Activity:

### Updating Medical Practice Details

- Highlight **Carepoint Medical Centre**
- Click **Edit Practice** 
- Update the Telephone number of the Medical Practice using the screenshot below



The screenshot shows a 'Medical Practice' dialog box with the following fields:

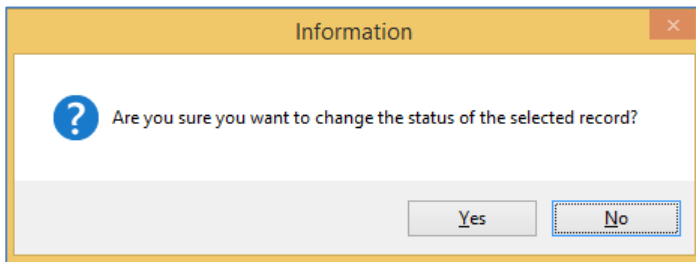
Field	Value
Medical Practice	Carepoint Medical Centre
Address	18 Andrews Road EAST PERTH WA 6032
Telephone 1	9220 1555
Telephone 2	
Fax	9220 1545

Buttons: OK, Cancel

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

### Making a Medical Practice Inactive

- Highlight **Perth Children's Hospital**
- Click **Toggle 'Active' property** 



The screenshot shows an 'Information' dialog box with the following text:


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

Buttons: 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** 
- Choose **Screen** and click **OK**
- **View** the list then **Close**

## 5 Medical Information

### General > Student Details

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

Student

Current

Jackie Albert ( 766 ) Year 4 Form Room 4

Medical Practice | Dental Practice

Carepoint Medical Centre

Doctor

Dr Pi Peng

Address

18 Andrews Road  
EAST PERTH WA 6032

Telephone 1 9220 1555

Telephone 2

Fax 9220 1545

SHCS and SP's | Medical Details | Health Care Planning

SHCS Sharing

SHCS to be shared ☒

If not, who will be informed?

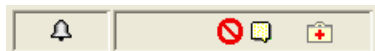
☒ SHCS Completed SHCS Completed Date 11 FEB 2019

Standardised Plan: Completed Reviewed

Standardised Plan	Completed	Reviewed
<input type="checkbox"/> Severe Allergy Anaphylaxis		
<input type="checkbox"/> Minor to Moderate Allergy		
<input type="checkbox"/> Diabetes		
<input type="checkbox"/> Seizures		
<input checked="" type="checkbox"/> Asthma	11 FEB 2019	11 FEB 2020
<input type="checkbox"/> Activities of Daily Living		
<input type="checkbox"/> Emergency Response Plan for Special Needs		
Generic Plan:		
<input type="checkbox"/> Generic Plan		
<input type="checkbox"/> Administration of Medication Plan		
<input type="checkbox"/> Other		

Search

### 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



Flagged medical condition



Language Background other than English



Access restriction



Part-time student



Accepted (Admissions Roll)



VET Student



Student Notes



Name Change

## Sensitive Status Bar



Educational Support Program

## 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).

SHCS and SP's | Medical Details | Health Care Planning

Permissions

☒ Ambulance Cover    Ambulance Cover Insurance Provider:

☒ Permission to Call Doctor

☒ Permission to Administer First Aid

☐ Medic Alert

Condition:

Medicare No.    Expiry 05/2020

4 5 6 2    1 6 3 2 1    0 4

☒ Health Care Card

Health Care Card No.    Expiry 31 JAN 2020

1 3 2    4 5 6    6 5 4 2

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.

SHCS and SP's | Medical Details | Health Care Planning

Health Condition

Allergy - Anaphylaxis

Asthma

Lactose Intolerant

Items in **Bold** indicate Health condition flagged on status bar

Plans | Requirements

Daily Management Plan

Bee Stings

Emergency Response Plan

Contact the Children's Hospital immediately


The information will appear on the Student Update Form.

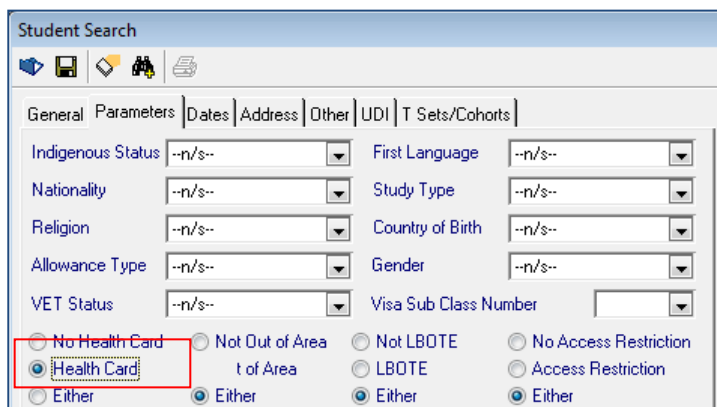
## 5.4 Searching Medical Details

### Activity:

#### Searching for students with a Health Care Card

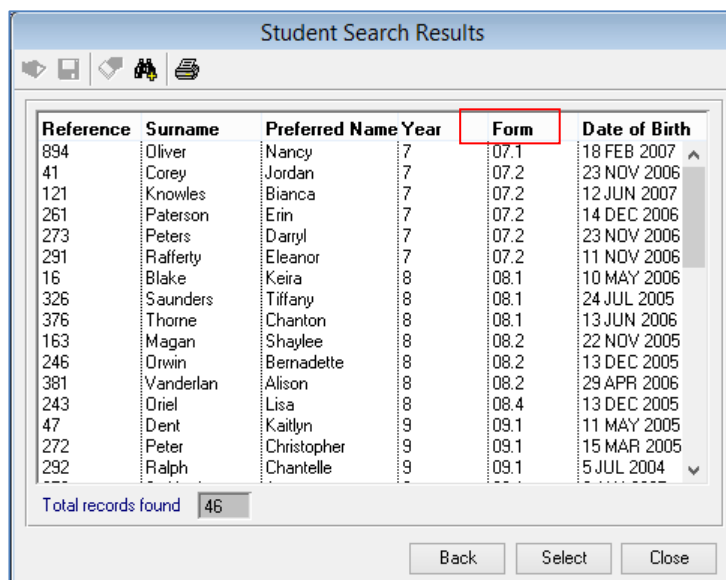
##### General > Student Details

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




The 'Student Search' window shows the 'Parameters' tab selected. It contains various dropdown menus for search criteria: Indigenous Status, Nationality, Religion, Allowance Type, VET Status, First Language, Study Type, Country of Birth, Gender, and Visa Sub Class Number. At the bottom, there are radio button options for 'No Health Card', 'Health Card', 'Not Out of Area', 't of Area', 'Not LBOTE', 'LBOTE', 'No Access Restriction', 'Access Restriction', and 'Either'. The 'Health Card' option is selected and highlighted with a red box.

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



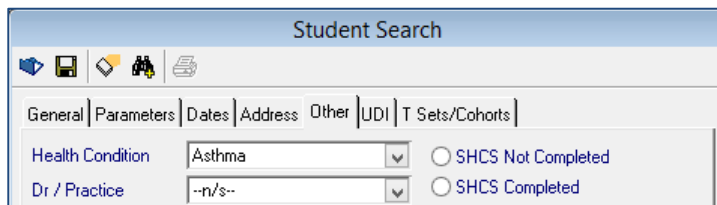
The 'Student Search Results' window displays a table of search results. The 'Form' column is highlighted with a red box. The table lists student details including Reference, Surname, Preferred Name, Year, Form, and Date of Birth. At the bottom, it shows 'Total records found: 46' and buttons for 'Back', 'Select', and 'Close'.

Reference	Surname	Preferred Name	Year	Form	Date of Birth
894	Oliver	Nancy	7	07.1	18 FEB 2007
41	Corey	Jordan	7	07.2	23 NOV 2006
121	Knowles	Bianca	7	07.2	12 JUN 2007
261	Paterson	Erin	7	07.2	14 DEC 2006
273	Peters	Darryl	7	07.2	23 NOV 2006
291	Rafferty	Eleanor	7	07.2	11 NOV 2006
16	Blake	Keira	8	08.1	10 MAY 2006
326	Saunders	Tiffany	8	08.1	24 JUL 2005
376	Thorne	Chanton	8	08.1	13 JUN 2006
163	Magan	Shaylee	8	08.2	22 NOV 2005
246	Orwin	Bernadette	8	08.2	13 DEC 2005
381	Vanderlan	Alison	8	08.2	29 APR 2006
243	Oriel	Lisa	8	08.4	13 DEC 2005
47	Dent	Kaitlyn	9	09.1	11 MAY 2005
272	Peter	Christopher	9	09.1	15 MAR 2005
292	Ralph	Chantelle	9	09.1	5 JUL 2004

- 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


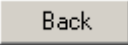



Student Search

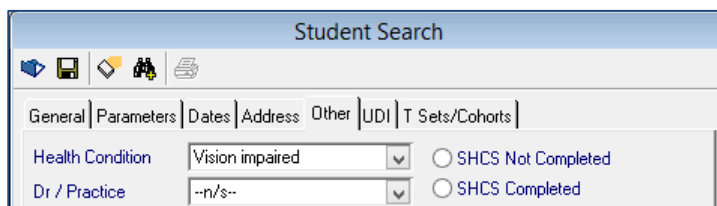
General Parameters Dates Address Other UDI T Sets/Cohorts

Health Condition Asthma ☐ SHCS Not Completed

Dr / Practice --n/s-- ☐ SHCS Completed

- 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 , then **Clear Settings** 

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



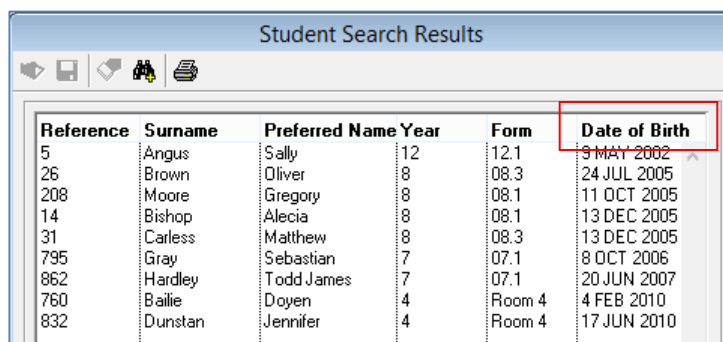
Student Search

General Parameters Dates Address Other UDI T Sets/Cohorts


Health Condition Vision impaired ☐ SHCS Not Completed

Dr / Practice --n/s-- ☐ SHCS Completed

- Click **Find** or press **<Enter>**
- Click on **Date of Birth** to sort the students by Date of Birth



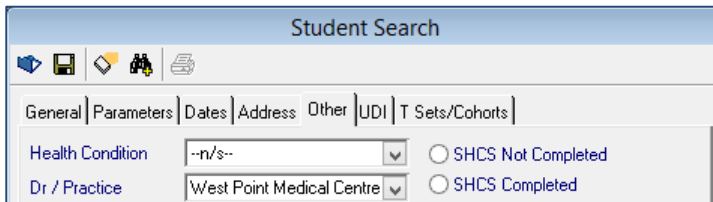
Reference	Surname	Preferred Name	Year	Form	Date of Birth
5	Angus	Sally	12	12.1	9 MAY 2002
26	Brown	Oliver	8	08.3	24 JUL 2005
208	Moore	Gregory	8	08.1	11 OCT 2005
14	Bishop	Alecia	8	08.1	13 DEC 2005
31	Carless	Matthew	8	08.3	13 DEC 2005
795	Gray	Sebastian	7	07.1	8 OCT 2006
862	Hardley	Todd James	7	07.1	20 JUN 2007
760	Baillie	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

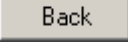



Student Search

General Parameters Dates Address Other UDI T Sets/Cohorts

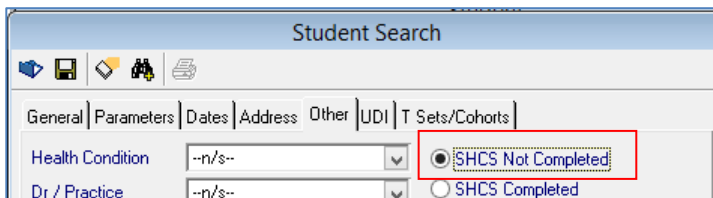
Health Condition --n/s-- ☐ SHCS Not Completed

Dr / Practice West Point Medical Centre ☐ SHCS Completed

- Click **Find** or press **<Enter>**
- **View** the results
- Click Back , then **Clear Settings** 

## Students with a Student Health Care Summary Not Completed

- On the **Other** tab, select **SHCS Not Completed**



Student Search

General Parameters Dates Address Other UDI T Sets/Cohorts

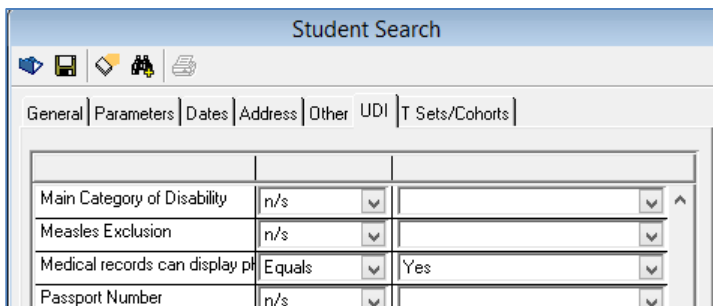
Health Condition --n/s-- ☒ SHCS Not Completed

Dr / Practice --n/s-- ☐ SHCS 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**




Student Search

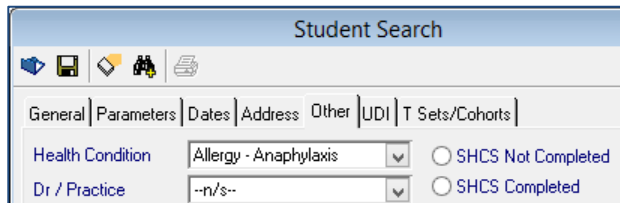
General Parameters Dates Address Other UDI T Sets/Cohorts

Main Category of Disability	n/s	
Measles Exclusion	n/s	
Medical records can display ph	Equals	Yes
Passport Number	n/s	

- 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**



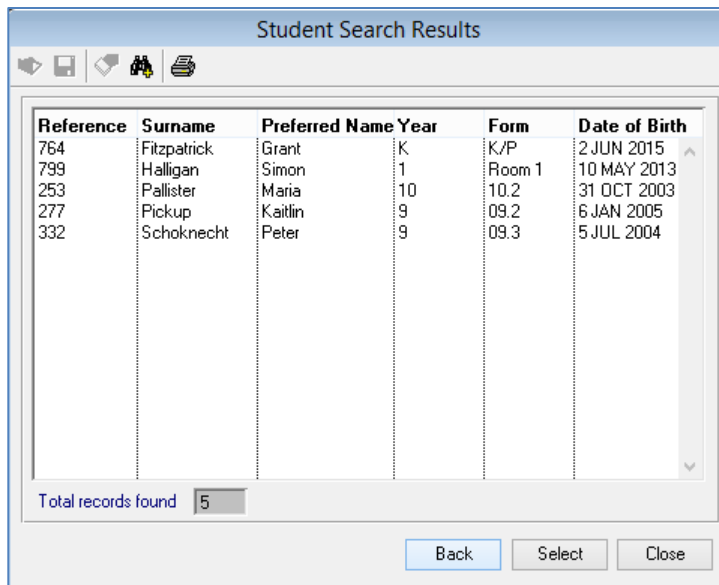
Student Search

General | Parameters | Dates | Address | Other | UDI | T Sets/Cohorts

Health Condition: Allergy - Anaphylaxis ☐ SHCS Not Completed

Dr / Practice: --n/s-- ☐ SHCS Completed

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





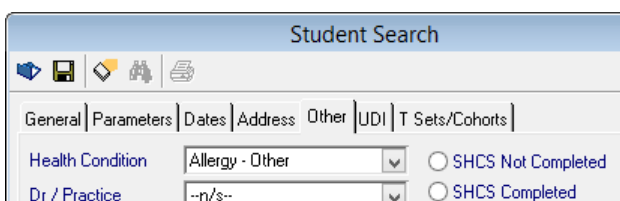
Student Search Results

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

Back Select Close

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



Student Search

General | Parameters | Dates | Address | Other | UDI | T Sets/Cohorts

Health Condition: Allergy - Other ☐ SHCS Not Completed

Dr / Practice: --n/s-- ☐ SHCS Completed

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

Student Search Results

Reference	Surname	Preferred Name	Year	Form	Date of Birth
766	Albert	Jackie	4	Room 4	3 OCT 2009
866	Allen	Penelope	5	Room 5	19 DEC 2008
3	Anderson	Ben	10	10.1	12 FEB 2004
9	Bandy	Tamara	8	08.1	15 AUG 2005
16	Blake	Keira	8	08.1	10 MAY 2006
853	Brown	Steven	5	Room 5	7 AUG 2008
41	Corey	Jordan	7	07.2	23 NOV 2006
66	Fall	Jarrad	7	07.2	26 AUG 2006
805	Goddard	Tim	7	07.1	7 MAR 2007
823	Lesley	Codie	7	07.1	7 MAR 2007
156	Lucev	Michael	8	08.1	22 NOV 2005
773	Marshall	Kristy	4	Room 4	3 OCT 2009
793	Sorrell	Sarah	4	Room 4	17 JUN 2010
765	Ward	Guy	7	07.1	8 OCT 2006
761	Williett	Elizabeth	4	Room 4	4 FEB 2010

Total records found 15

Back Select Close



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

Student Search Results

Reference	Surname	Preferred Name	Year	Form	Date of Birth
766	Albert	Jackie	4	Room 4	3 OCT 2009
773	Marshall	Kristy	4	Room 4	3 OCT 2009
793	Sorrell	Sarah	4	Room 4	17 JUN 2010
761	Williett	Elizabeth	4	Room 4	4 FEB 2010
866	Allen	Penelope	5	Room 5	19 DEC 2008
853	Brown	Steven	5	Room 5	7 AUG 2008
41	Corey	Jordan	7	07.2	23 NOV 2006
66	Fall	Jarrad	7	07.2	26 AUG 2006
805	Goddard	Tim	7	07.1	7 MAR 2007
823	Lesley	Codie	7	07.1	7 MAR 2007
765	Ward	Guy	7	07.1	8 OCT 2006
9	Bandy	Tamara	8	08.1	15 AUG 2005
16	Blake	Keira	8	08.1	10 MAY 2006
156	Lucev	Michael	8	08.1	22 NOV 2005
3	Anderson	Ben	10	10.1	12 FEB 2004


Total records found 15

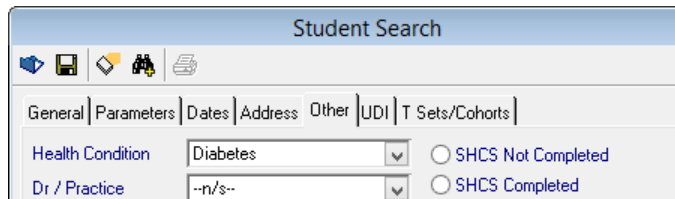
Back Select Close

- 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.**

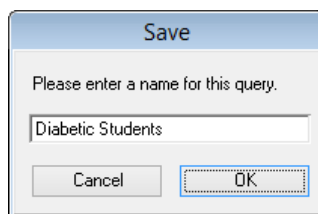
## Saving a Student Search Query

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





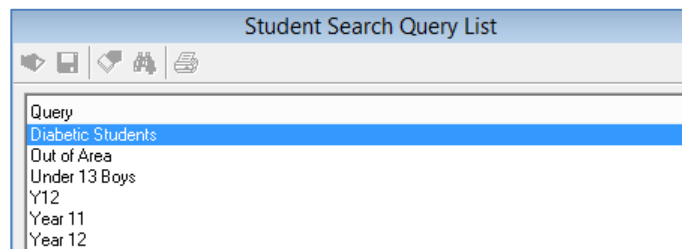
The 'Student Search' dialog box has tabs for General, Parameters, Dates, Address, Other, UDI, and T Sets/Cohorts. The 'Other' tab is selected. Under 'Health Condition', 'Diabetes' is selected in the dropdown, and 'SHCS Not Completed' is selected with a radio button. Under 'Dr / Practice', '--n/s--' is selected in the dropdown, and 'SHCS Completed' is selected with a radio button.

- Click **Save** current find settings as a query 
- Give it an appropriate name and click **OK**



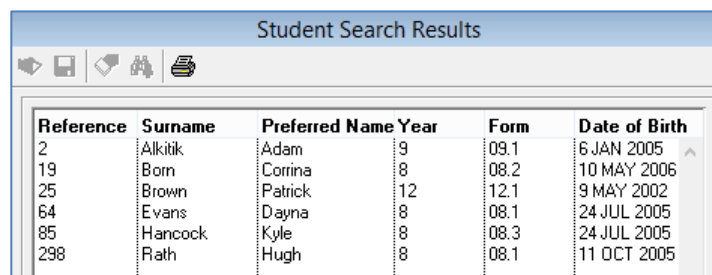
The 'Save' dialog box prompts the user to enter a name for the query. The text 'Diabetic Students' is entered in the input field. There are 'Cancel' and 'OK' buttons at the bottom.

- Clear  your search criteria
- Open View the Query List 
- Highlight Diabetic Students



The 'Student Search Query List' dialog box shows a list of queries. 'Diabetic Students' is highlighted in blue. Other queries in the list include 'Out of Area', 'Under 13 Boys', 'Y12', 'Year 11', and 'Year 12'.

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



The 'Student Search Results' dialog box displays a table of student data 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.

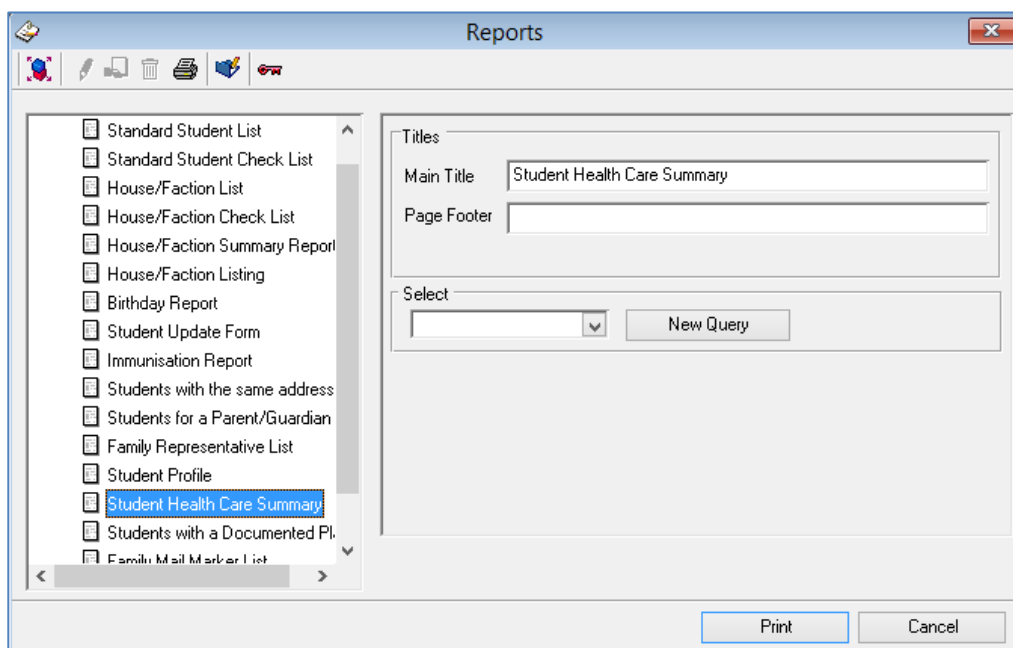
### 5.5.1 Producing Student Health Care Summary Forms

#### Activity

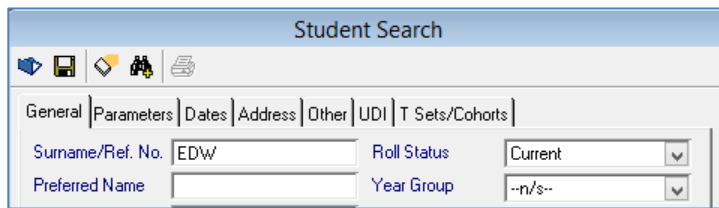
Julie and Justin Edwards have been recently identified as having Asthma. We would like to produce Student Health Care Summary forms for their parents to complete and return to the school. We will also produce an Asthma form for all the students in the family as they all suffer from Asthma.

#### WA Reports > Reports > WA Reports > Student Health Care Summary

- Click on **New Query**



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



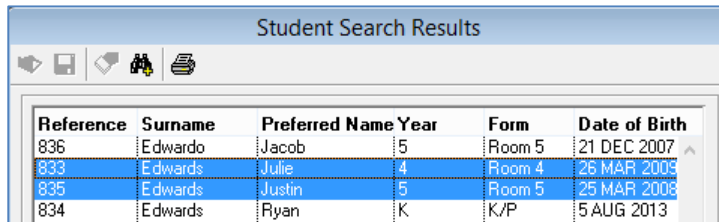
Student Search

General | Parameters | Dates | Address | Other | UDI | T Sets/Cohorts

Surname/Ref. No. EDW Roll Status Current

Preferred Name Year Group --n/s--

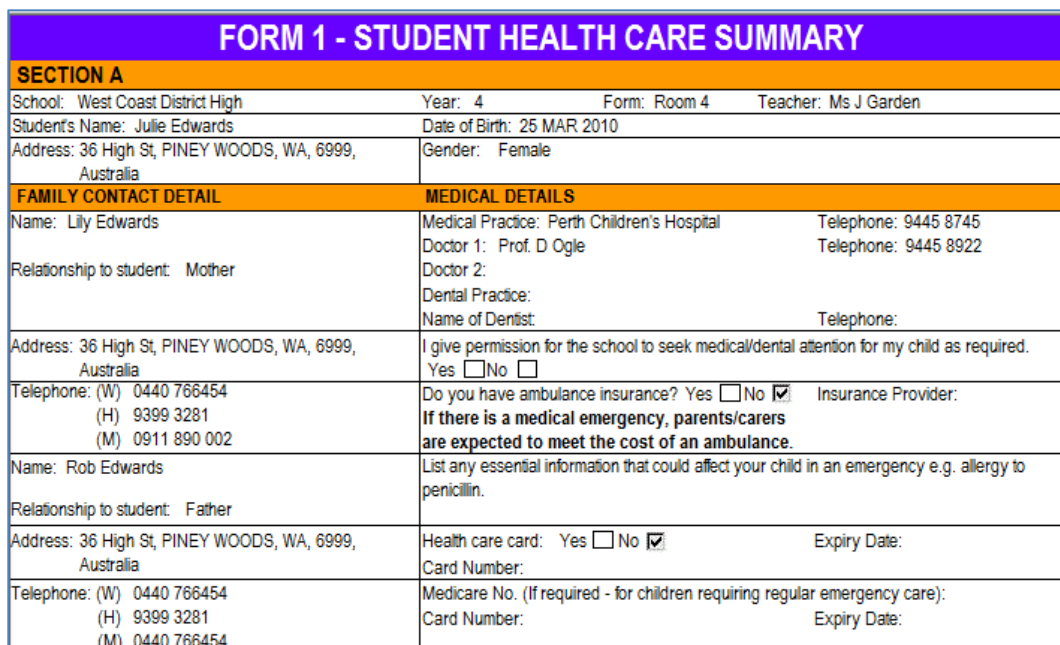
- Highlight Julie and Justin Edwards



Reference	Surname	Preferred Name	Year	Form	Date of Birth
836	Edwards	Jacob	5	Room 5	21 DEC 2007
833	Edwards	Julie	4	Room 4	26 MAR 2009
835	Edwards	Justin	5	Room 5	25 MAR 2008
834	Edwards	Ryan	K	K/P	5 AUG 2013

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

A portion of the form is displayed below



FORM 1 - STUDENT HEALTH CARE SUMMARY			
<b>SECTION A</b>			
School: West Coast District High	Year: 4	Form: Room 4	Teacher: Ms J Garden
Student's Name: Julie Edwards		Date of Birth: 25 MAR 2010	
Address: 36 High St, PINEY WOODS, WA, 6999, Australia		Gender: Female	
<b>FAMILY CONTACT DETAIL</b>		<b>MEDICAL DETAILS</b>	
Name: Lily Edwards		Medical Practice: Perth Children's Hospital Telephone: 9445 8745	
Relationship to student: Mother		Doctor 1: Prof. D Ogle Telephone: 9445 8922	
Address: 36 High St, PINEY WOODS, WA, 6999, Australia		Doctor 2:	
Telephone: (W) 0440 766454		Dental Practice:	
(H) 9399 3281		Name of Dentist: Telephone:	
(M) 0911 890 002		I give permission for the school to seek medical/dental attention for my child as required. Yes <input type="checkbox"/> No <input type="checkbox"/>	
Name: Rob Edwards		Do you have ambulance insurance? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Insurance Provider:	
Relationship to student: Father		<b>If there is a medical emergency, parents/carers are expected to meet the cost of an ambulance.</b>	
Address: 36 High St, PINEY WOODS, WA, 6999, Australia		List any essential information that could affect your child in an emergency e.g. allergy to penicillin.	
Telephone: (W) 0440 766454		Health care card: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Expiry Date:	
(H) 9399 3281		Card Number:	
(M) 0440 766454		Medicare No. (if required - for children requiring regular emergency care):	
		Card Number: Expiry Date:	

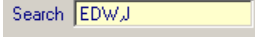
- View and close the forms

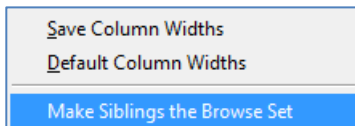
## 5.5.2 Producing Management & Emergency Response Plans


### Activity:





Produce the Asthma Forms for the three siblings.

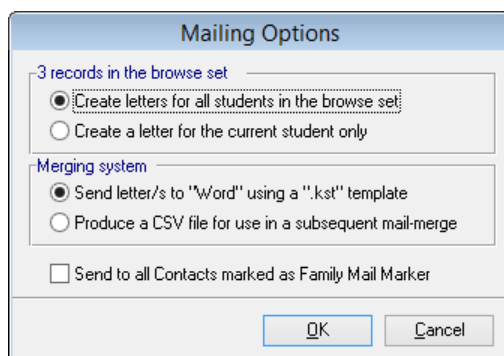
#### General > Student Details

- Find **Julie Edwards** 
- Right-click in the **Contacts** area and choose **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



- Click **OK**
- Navigate your way to the folder where the letter template has been stored. For Training purposes this is **C:\keys\integris\mmtp\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.



- 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	
<b>Section A – Asthma management</b>	
List known trigger(s):    Dust <input type="checkbox"/> Pollen <input type="checkbox"/> Smoke <input type="checkbox"/> Exercise <input type="checkbox"/> Animal Fur <input type="checkbox"/> Common Cold <input type="checkbox"/> Other: _____	
<b>Daily management planning (if required):</b>	
<b>Section B - Management instructions in the event of an asthma attack</b>	
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	<b>EMERGENCY INSTRUCTIONS</b> 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

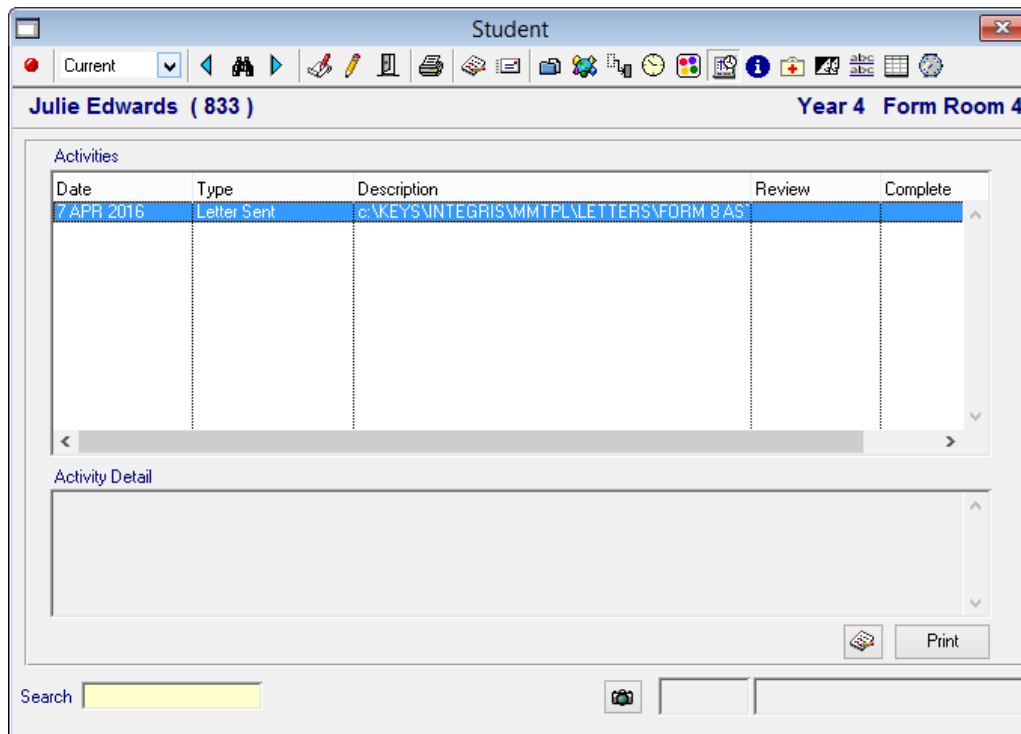
Do you want to send details of this letter to the Student's activity log.

- 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





Date	Type	Description	Review	Complete
7 APR 2016	Letter Sent	c:\KEYS\INTEGRIS\MMTPL\LETTERS\FORM 8 AS		

Activity Detail

Search

Print

- 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

### 5.5.3 Review-Producing Planning Documents from the kst Templates

#### Activity

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.


## 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**
- Click Medical 
- Click Edit Student 
- Choose the student's Medical Practice from the drop down list
- Enter the name of the doctor

Search JONES,K

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.

FORM 1 – STUDENT HEALTH CARE SUMMARY		
<b>SECTION A</b>		
School: West Coast District High School	Year: 6	Form: Room 6 Teacher: Mr P Payne
Student's Name: Keith Jones	Date of Birth: 31 Oct 2008	
Address: 13 McFarlane Highway PINEY WOODS WA 6999 Australia	Gender: Male	
<b>FAMILY CONTACT DETAIL</b>		
Name: Heather Jones	Medical Practice: WEST POINT MEDICAL	
Relationship to student	Doctor 1: DR. B Scott Telephone: 94338856	
	Doctor 2: Telephone:	
	Dental Practice:	
	Name of Dentist: Telephone:	
Address: 13 McFarlane Highway PINEY WOODS WA 6999 Australia	I give permission for the school to seek medical/dental attention for my child as required. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Telephone: (W) (H) (M)	Do you have ambulance insurance? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Insurance Provider: HBF	
	If there is a medical emergency, parents/carers are expected to meet the cost of an ambulance.	
Name: Debbie Steineck	List any essential information that could affect your child in an emergency e.g. allergy to penicillin.	
Relationship to student:		
Address: 7 Canterbury Mews LEEDERVILLE WA 6010	Health care card: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Expiry Date: 30/6/2020	
Telephone: (W) (H) (M)	Card Number: 123 123 4567	
	Medicare No. (If required – for children requiring regular emergency care): Expiry Date: 05/2021	
	Card Number: 4005 54321 02	
<b>ADMINISTRATION OF MEDICATION</b>		
Written authorisation must be provided for staff to administer any form of medication at school.		
Long term medication – Complete the Medication section of the relevant health care plan – see below.		
Short term medication - Request an Administration of Medication form to complete and return to the principal or class teacher.		
Note: All medication required must be supplied by parents/carers		
<b>INFORMED CONSENT</b>		
Your child's health care information will be shared with staff on a "need to know" basis unless otherwise stated.		
Do you give permission for the school to share your child's health care information? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

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

SHCS and SP's	Medical Details	Health Care Planning
SHCS Sharing		
SHCS to be shared <input checked="" type="checkbox"/>		
If not, who will be informed? <input type="text"/>		
<input checked="" type="checkbox"/> SHCS Completed	SHCS Completed Date	8 APR 2019
Standardised Plan:		
<input type="checkbox"/> Severe Allergy Anaphylaxis	Completed	Reviewed
<input type="checkbox"/> Minor to Moderate Allergy		
<input type="checkbox"/> Diabetes		
<input type="checkbox"/> Seizures		
<input checked="" type="checkbox"/> Asthma	8 APR 2019	8 APR 2020
<input type="checkbox"/> Activities of Daily Living		
<input type="checkbox"/> Emergency Response Plan for Special Needs		

**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.

SHCS and SP's Medical Details Health Care Planning

Permissions

Ambulance Cover Insurance Provider:

☒ Ambulance Cover HBF

☒ Permission to Call Doctor

☒ Permission to Administer First Aid

☐ Medic Alert

Condition:

Medicare No. Expiry 05/21

4 0 0 5 5 4 3 2 1 0 1

☒ Health Care Card

Health Care Card No. Expiry 30 JUN 2020

1 2 3 1 2 3 4 5 6 7

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

Health Condition

Plans

Daily Management Plan

ADHD



Allergy - Other


Amputation

**Asthma**

Diabetes

- 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 flagged 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 

**Student Keith Jones**

Personal | Family Group | Additional | Movement Hist. | Groups | UDI | Misc. | Attendance Hist. | Medical | Activities

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

SHCS and SP's | Medical Details | Health Care Planning

Health Condition  
**Asthma**


Items in **Bold** indicate Health condition flagged on status bar

Plans | Requirements

**Daily Management Plan**  
Keith needs to carry his Ventolin puffer with him at all times.  
Pollen is a known trigger.




**Emergency Response Plan**  
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 inhale.

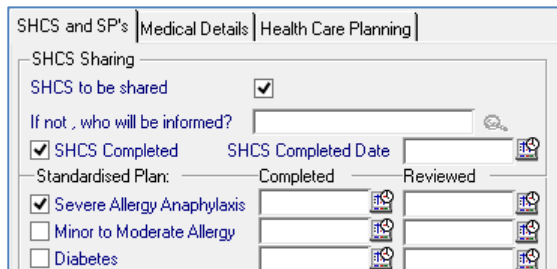
OK Cancel

- Click **OK** to save
- Click on the Summary Folder  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** 
- 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**



SHCS and SP's | Medical Details | Health Care Planning

SHCS Sharing

SHCS to be shared ☒

If not, who will be informed?

☒ SHCS Completed SHCS Completed Date

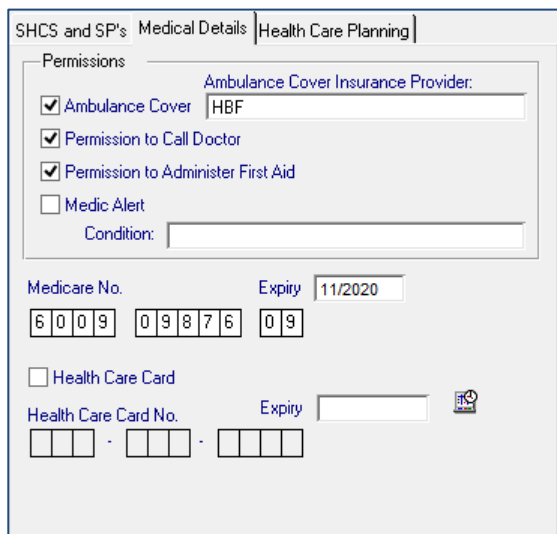
Standardised Plan: Completed Reviewed

☒ Severe Allergy Anaphylaxis

☐ Minor to Moderate Allergy

☐ Diabetes

- 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**



SHCS and SP's | Medical Details | Health Care Planning

Permissions

Ambulance Cover Insurance Provider:

☒ Ambulance Cover

☒ Permission to Call Doctor

☒ Permission to Administer First Aid

☐ Medic Alert


Condition:

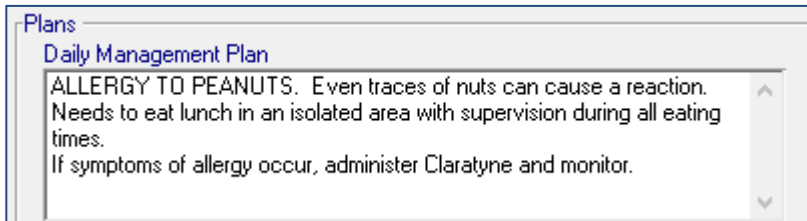
Medicare No. Expiry

☐ Health Care Card

Health Care Card No. Expiry



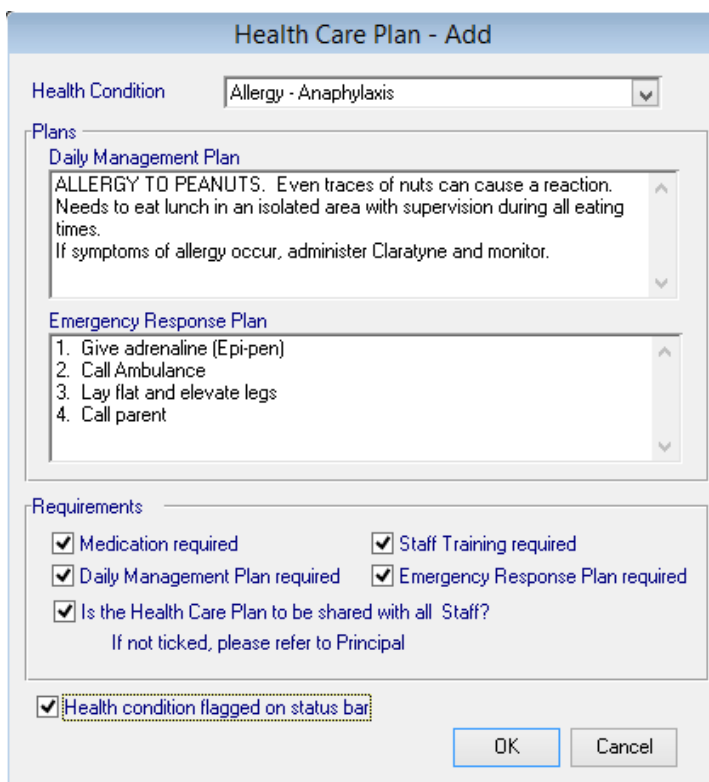
- Select the **Health Care Planning** tab
- Click Add New Record 
- Select **Allergy - Anaphylaxis** from the Health Condition drop down list
- Enter the **Daily Management Plan** information



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

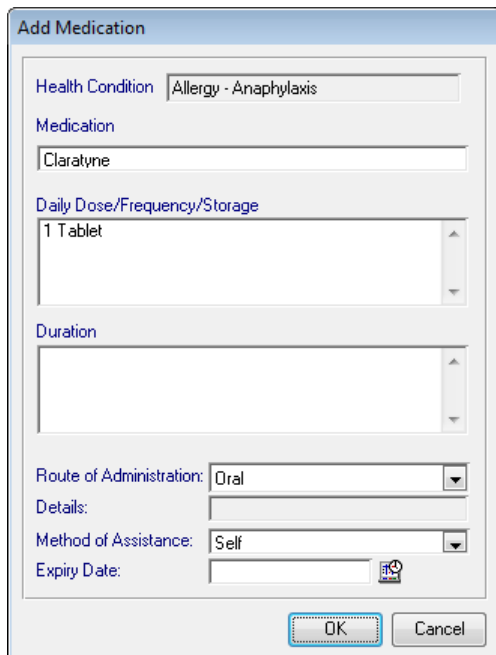
☒ Is the Health Care Plan to be shared with all Staff?  
If not ticked, please refer to Principal

☒ 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



**Add Medication**

Health Condition: Allergy - Anaphylaxis

Medication: Claratyne

Daily Dose/Frequency/Storage: 1 Tablet

Duration:

Route of Administration: Oral

Details:


Method of Assistance: Self

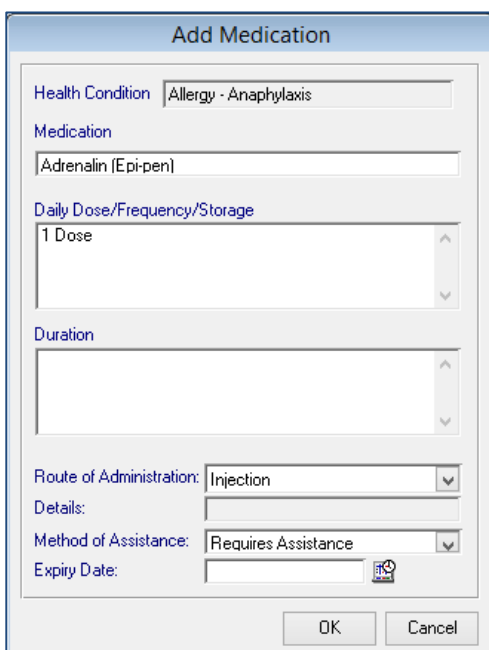
Expiry Date:

OK Cancel

- 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



**Add Medication**

Health Condition: Allergy - Anaphylaxis

Medication: Adrenalin (Epi-pen)

Daily Dose/Frequency/Storage: 1 Dose

Duration:


Route of Administration: Injection


Details:

Method of Assistance: Requires Assistance

Expiry Date:

OK Cancel

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

- Click Open Staff Training details 
- Enter the **Type of training** information

**Staff Training**




Health Condition:

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 
- Find **Joseph Brigg** and **Elaine Abbott**
- Highlight Joseph Brigg and click on edit 
- 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		

- Click

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

Description	Value
Stat. Dec. sighted	No
General Notes	
Transport to School	
Limited School	No
Writing	
Community Service Completed	No
Release of Info Individual Awards	No
Release of Info Career Information	No
Release of Info Exam Answers Ed Pub	No
Exclude from SCSA Reporting	No
Community Service Hours Accrued	0
Community Service Location	
Medical records can display photo	Yes
English Language Competency	

Hide Blank Entries

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

Medical records can display photo

Yes


OK

Cancel

- 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

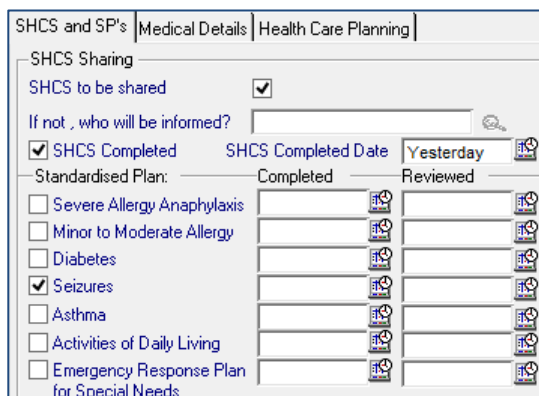
Once a student has been entered into Integris, details may be added or edited at any time. To do this, find the relevant student and click Edit Student. 

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:

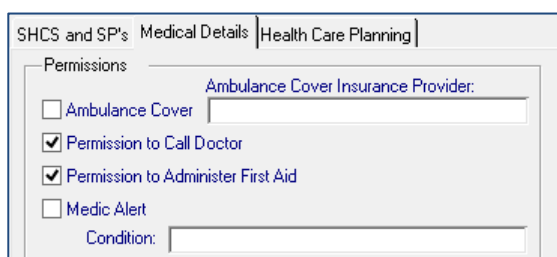
#### General > Student Details

- 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



Standardised Plan:	Completed	Reviewed
<input type="checkbox"/> Severe Allergy Anaphylaxis		
<input type="checkbox"/> Minor to Moderate Allergy		
<input type="checkbox"/> Diabetes		
<input checked="" type="checkbox"/> Seizures		
<input type="checkbox"/> Asthma		
<input type="checkbox"/> Activities of Daily Living		
<input type="checkbox"/> Emergency Response Plan for Special Needs		

- Check **Permission to Call Doctor** and **Permission to Administer First Aid**



Permissions

Ambulance Cover Insurance Provider:


☐ Ambulance Cover

☒ Permission to Call Doctor

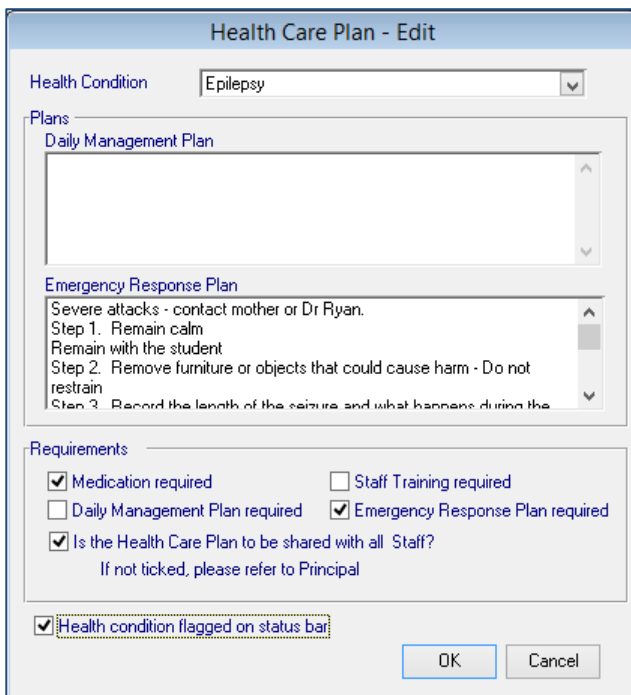
☒ Permission to Administer First Aid

☐ Medic Alert

Condition:

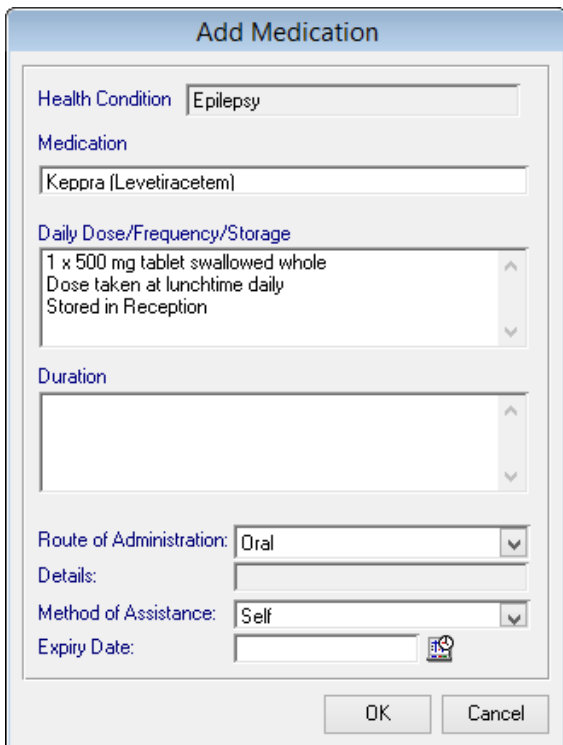
- Select the **Health Care Planning** tab
- Highlight the Health Condition and click Edit  and enter the information displayed below.
- Enter the **Emergency Response Plan** information from **Form 7**

**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  and Add Medication 
- 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 Integrus. 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  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 Education's 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:**

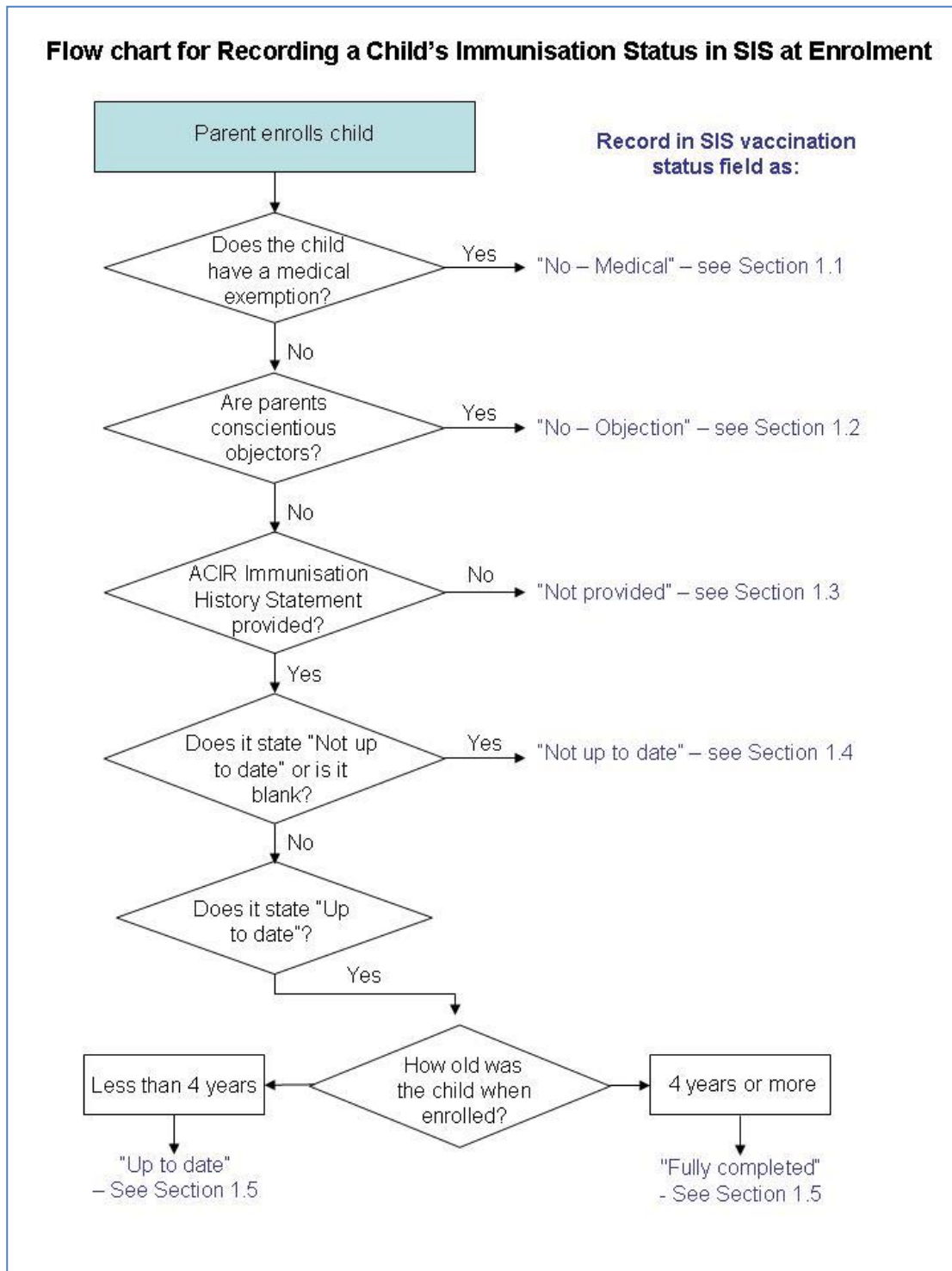
The last tetanus vaccination / booster is offered at the time of both the 4 year old vaccination and also the year 7 vaccinations

### 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.



## 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.

**Australian Government  
Medicare Australia**

**immunisation**

**Immunisation history statement - online version**

As at: 11 May 2012

For: [Redacted]

Date of birth: 25 January 2007

**Immunisation status: up to date**

Immunisation status for Family Assistance Office: up to date

Schedule	Immunisation	Date given	Brand name given	Provider type
2 months	Diphtheria Tetanus Pertussis Hepatitis B Polio Hib Pneumococcal	24 Mar 2007	Infanrix Hexa Prevenar 7	GP
4 months	Diphtheria Tetanus Pertussis Hepatitis B Polio Hib Pneumococcal	05 Jun 2007	Infanrix Hexa Prevenar 7	GP
6 months	Diphtheria Tetanus Pertussis Hepatitis B Polio Hib Pneumococcal	02 Aug 2007	Infanrix Hexa Prevenar 7	GP
12 months	Hib Measles Mumps Rubella Meningococcal C	30 Jan 2008 18 Feb 2008	PedvaxHIB MMR NeisVac-C	GP History Form
4 years	Diphtheria Tetanus Pertussis Polio Measles Mumps Rubella	09 Feb 2011	Infanrix-IPV Priorix	GP
Other	Influenza Influenza	02 May 2008 30 May 2008	Fluvax Fluvax	GP

Next immunisation(s) due	Date due

Natural immunity to Varicella recorded on 04 Apr 2012  
This child has received all vaccines required by 5 years of age.

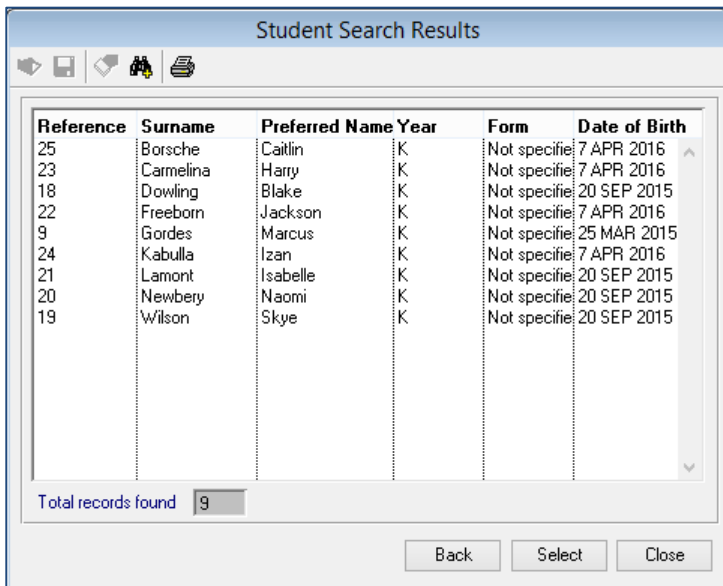
## 5.11 Entering Individual Immunisation Details

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**

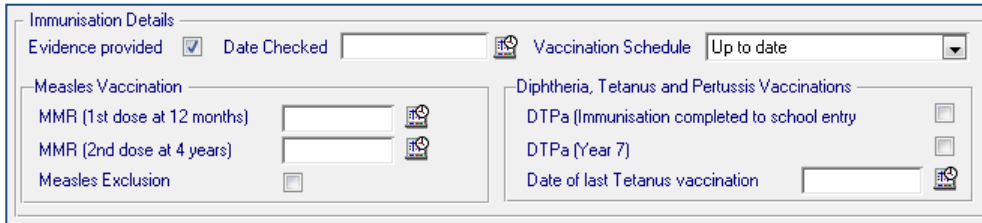


The screenshot shows a window titled "Student Search Results" with a toolbar containing icons for navigation, save, undo, redo, and print. Below the toolbar is a table with the following columns: Reference, Surname, Preferred Name, Year, Form, and Date of Birth. The table contains 9 rows of student data. At the bottom of the window, it says "Total records found 9" and has three buttons: Back, Select, and Close.

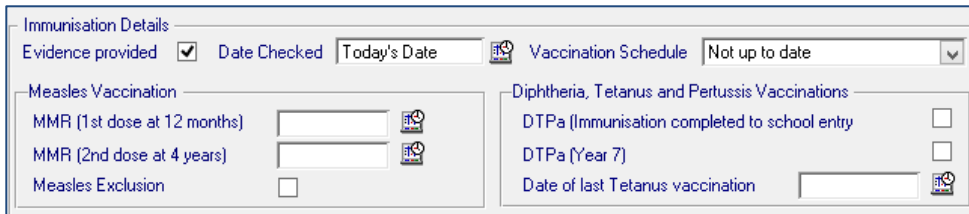
Reference	Surname	Preferred Name	Year	Form	Date of Birth
25	Borsche	Caitlin	K	Not specifie	7 APR 2016
23	Carmelina	Harry	K	Not specifie	7 APR 2016
18	Dowling	Blake	K	Not specifie	20 SEP 2015
22	Freeborn	Jackson	K	Not specifie	7 APR 2016
9	Gordes	Marcus	K	Not specifie	25 MAR 2015
24	Kabulla	Izan	K	Not specifie	7 APR 2016
21	Lamont	Isabelle	K	Not specifie	20 SEP 2015
20	Newbery	Naomi	K	Not specifie	20 SEP 2015
19	Wilson	Skye	K	Not specifie	20 SEP 2015


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



- Click **OK** to save
- Click Next Student 
- Click Edit Student 
- Enter the following information for the student **Harry Carmelina**



- 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

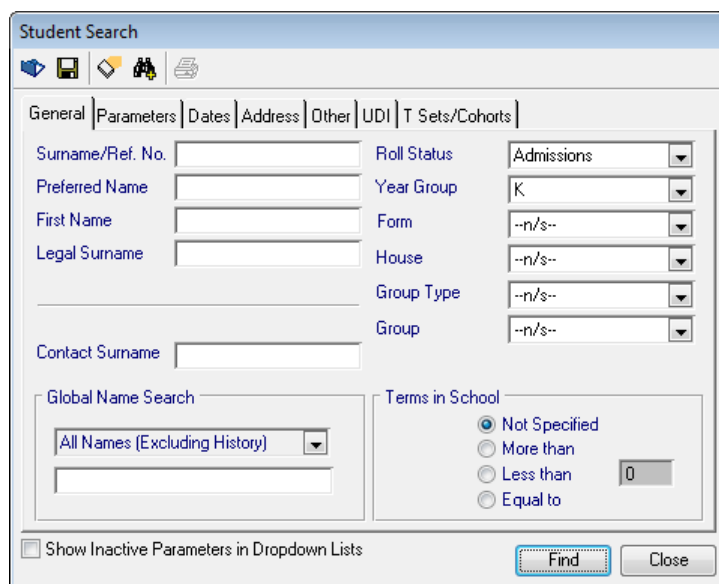
Speed Edit enables users to edit a number of student records at the same time in order to make the process of bulk editing much faster. Student lists and information may also be printed.


#### 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  and select the Kindy students on the Admissions Roll



- Highlight students and assign the values below
- Each time you select a New Value, click on the  to update

**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** ☒

- 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	Piller, 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** ☒

Update to the Changes shown below

**Speed Edit**

Area: **\*\* Student UDI Fields \*\*** UDI Field: **Vaccination Schedule**

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	Pitter, Trent	No - objection	
850	Smith, Eileen	Fully Completed	
819	Thomas, Celeste	Not up to date	
803	West, Thy	Up to date	

New Value:

- Click Save and Yes

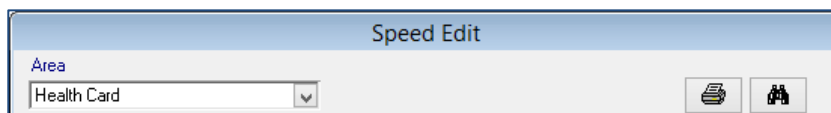
## 6.2 Speed Edit-Medical Information

### Activity


#### Speed Edit Health Card

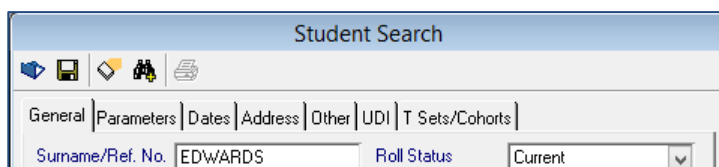
The Edwards family has been given a Health Care Card.

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



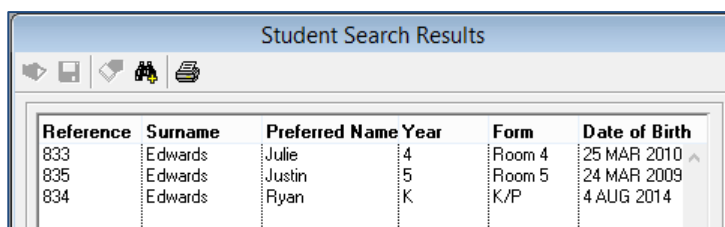
The screenshot shows the 'Speed Edit' window. At the top, there is a title bar 'Speed Edit'. Below it, on the left, is a label 'Area' followed by a dropdown menu currently showing 'Health Card'. To the right of the dropdown are two icons: a printer and a magnifying glass.

- Find  the Edwards family



The screenshot shows the 'Student Search' window. It has a title bar 'Student Search' and a toolbar with icons for home, save, undo, redo, and print. Below the toolbar is a tabbed interface with tabs for 'General', 'Parameters', 'Dates', 'Address', 'Other', 'UDI', and 'T Sets/Cohorts'. The 'General' tab is active, showing a search criteria area with 'Surname/Ref. No.' set to 'EDWARDS', 'Roll Status' set to 'Current', and a dropdown arrow.

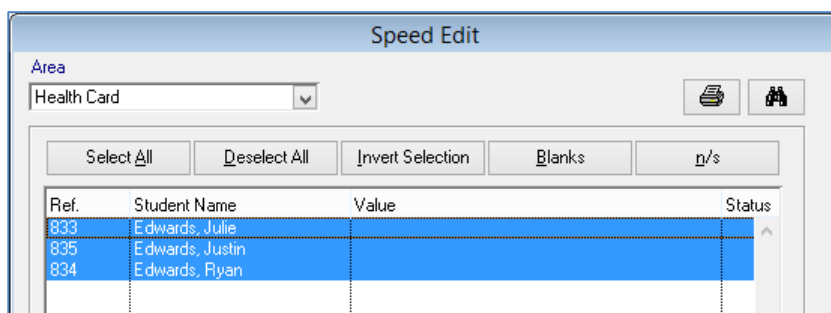
- Click **Find**



The screenshot shows the 'Student Search Results' window. It has a title bar 'Student Search Results' and a toolbar with icons for home, save, undo, redo, and print. Below the toolbar is a table with the following data:

Reference	Surname	Preferred Name	Year	Form	Date of Birth
833	Edwards	Julie	4	Room 4	25 MAR 2010
835	Edwards	Justin	5	Room 5	24 MAR 2009
834	Edwards	Ryan	K	K/P	4 AUG 2014

- Click **Select** and **Yes**
- Highlight the three students



The screenshot shows the 'Speed Edit' window. At the top, there is a title bar 'Speed Edit'. Below it, on the left, is a label 'Area' followed by a dropdown menu currently showing 'Health Card'. To the right of the dropdown are two icons: a printer and a magnifying glass. Below this is a row of buttons: 'Select All', 'Deselect All', 'Invert Selection', 'Blanks', and 'n/s'. At the bottom is a table with the following data:

Ref.	Student Name	Value	Status
833	Edwards, Julie		
835	Edwards, Justin		
834	Edwards, Ryan		

**Speed Edit**

Area  
Health Card

Select All Deselect All Invert Selection Blanks n/s

Ref.	Student Name	Value	Status
833	Edwards, Julie		
835	Edwards, Justin		
834	Edwards, Ryan		

New Value ☒ ☒ Close Save

- 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

**Speed Edit**

Area  
Medical Practice


☒ ☒

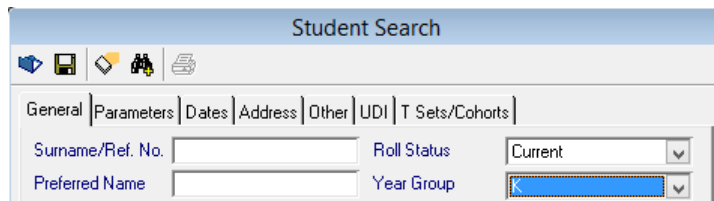
- Highlight the three students
- Click in the **New Value** drop down list and select **Redbrick Medical Centre** or the centre you added today

New Value Redbrick Medical Centre

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

## Speed Edit Medical Practice continued

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



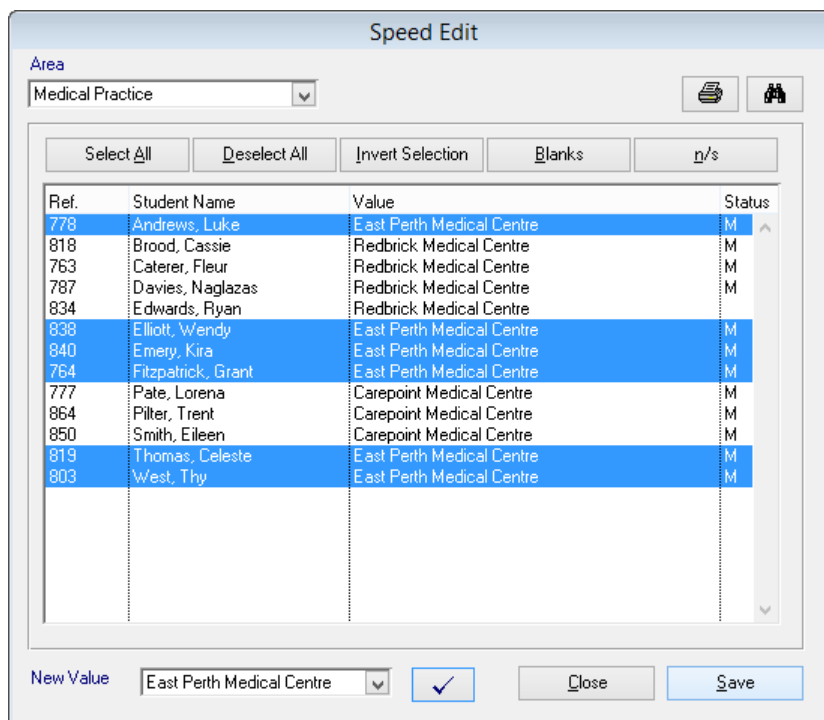
Student Search

General | Parameters | Dates | Address | Other | UDI | T Sets/Cohorts

Surname/Ref. No.  Roll Status

Preferred Name  Year Group

- Assign all the Kindergarten students a Medical Practice




Speed Edit

Area

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

Ref.	Student Name	Value	Status
778	Andrews, Luke	East Perth Medical Centre	M
818	Brood, Cassie	Redbrick Medical Centre	M
763	Caterer, Fleur	Redbrick Medical Centre	M
787	Davies, Naglazas	Redbrick Medical Centre	M
834	Edwards, Ryan	Redbrick Medical Centre	M
838	Elliott, Wendy	East Perth Medical Centre	M
840	Emery, Kira	East Perth Medical Centre	M
764	Fitzpatrick, Grant	East Perth Medical Centre	M
777	Pate, Lorena	Carepoint Medical Centre	M
864	Pilger, Trent	Carepoint Medical Centre	M
850	Smith, Eileen	Carepoint Medical Centre	M
819	Thomas, Celeste	East Perth Medical Centre	M
803	West, Thy	East Perth Medical Centre	M

New Value  ☒

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

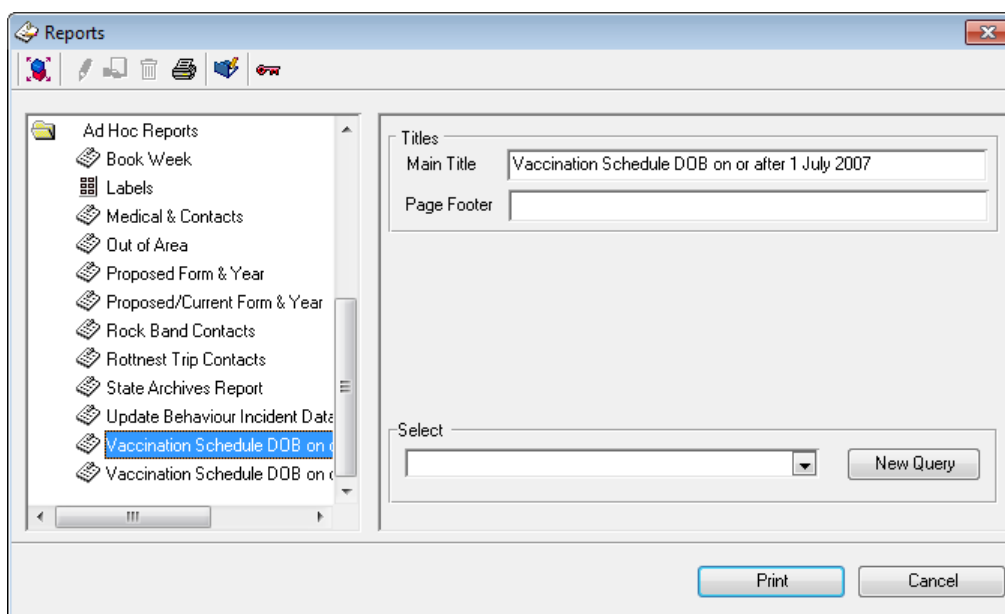
## 7 Immunisation Reports

### 7.1 Admin Reports-Vaccination Schedule

#### Activity

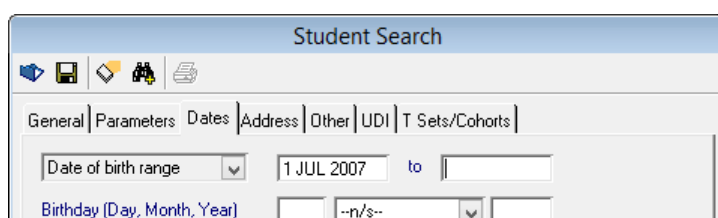
##### Admin > Reports > Ad Hoc Reports > Vaccination Schedule

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



The screenshot shows a 'Reports' window with a tree view on the left containing various report categories like 'Ad Hoc Reports', 'Book Week', 'Labels', etc. The 'Vaccination Schedule DOB on or after 1 July 2007' report is highlighted. The right pane shows the 'Titles' section with 'Main Title' set to 'Vaccination Schedule DOB on or after 1 July 2007' and an empty 'Page Footer' field. Below this is a 'Select' dropdown menu and a 'New Query' button. At the bottom of the window are 'Print' and 'Cancel' buttons.

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



The screenshot shows the 'Student Search' window with the 'Dates' tab selected. The 'Date of birth range' is set to '1 JUL 2007' to. The 'Birthday (Day, Month, Year)' field is also visible.

**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.

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

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
Naglazaras	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

The screenshot shows a 'Reports' window. On the left, a tree view lists various reports, with 'Vaccination Schedule DOB on or before 30 June 2007' highlighted. On the right, the 'Titles' section has 'Main Title' set to 'Vaccination Schedule DOB on or before 30 June 2007' and 'Page Footer' is empty. Below this is a 'Select' dropdown menu and a 'New Query' button. At the bottom of the window are 'Print' and 'Cancel' buttons.

- 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

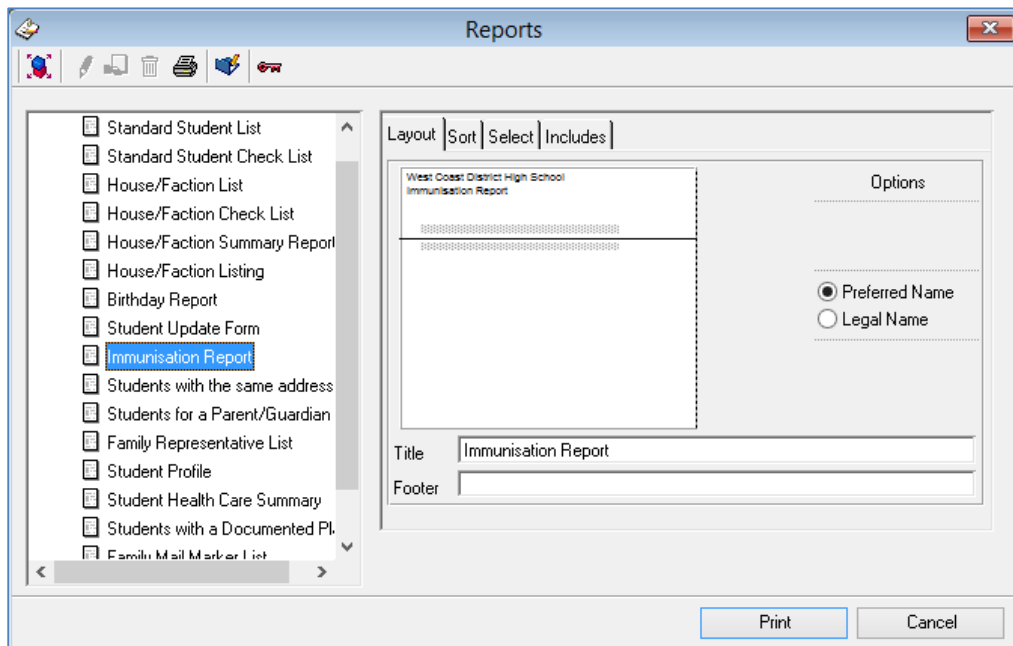
First Name	Surname	Form	Year	DOB	Student Phone	PG1 : Mobile	Vaccination Schedule
Maria	Alkitik	07.1	7	16 MAY 2007	9221 6548	0418765554	Not provided
DTPa (Imm completed to sch) MMR (1st dose at 12 months) MMR (2nd dose at 4 years ) Measles Exclusion YES Date of last tetanus							
Kylie	Amber	07.1	7	17 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.**

The screenshot shows the "Sort" tab in the Reports window. A list of fields (Surname, First Name, DOB) is on the left. The main area shows a table with sort fields and their selection status.

	Sort Field		Total	Page
1	Year	▲	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Form	▲	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Sex	▲	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

Layout | Sort | Select | Includes

☒ Year  
☐ Form  
☐ Student Find

5  
6  
7  
8  
9  
10  
11  
12

Entry Date Range: From: To:  
 Date Checked Range: From: To:

☒ Include Students with Details ☒ Include Students without Details

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

Layout | Sort | Select | Includes

☒ Selection Criteria  
☐ Student Ref Number  
☐ Form Teacher(s)  
☐ Totals only

**Order**  
 1 ☒ Student Year Group  
 2 ☒ Student Form  
☐ Room  
☐ Teacher Name(s)  
 3 ☒ Student Sex  
☐ Student House  
☐ Family Rep Flag  
 4 ☒ Student Date of Birth  
☐ Age (in years) at specified date

- 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
<b>7 Female(s)</b>								
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

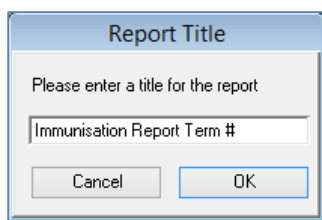
**6 Male(s)**

**13 Student(s) in Form K/P**

**13 Student(s) in Year K**

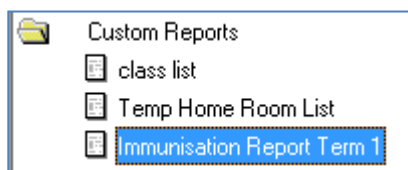
The report will switch from portrait to landscape based on how many and which additional fields have been selected

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



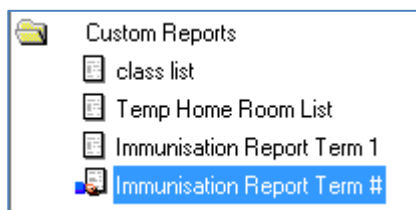
A dialog box titled "Report Title" with a light blue header. Below the header, it says "Please enter a title for the report". There is a text input field containing "Immunisation Report Term #". At the bottom, there are two buttons: "Cancel" and "OK".

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***

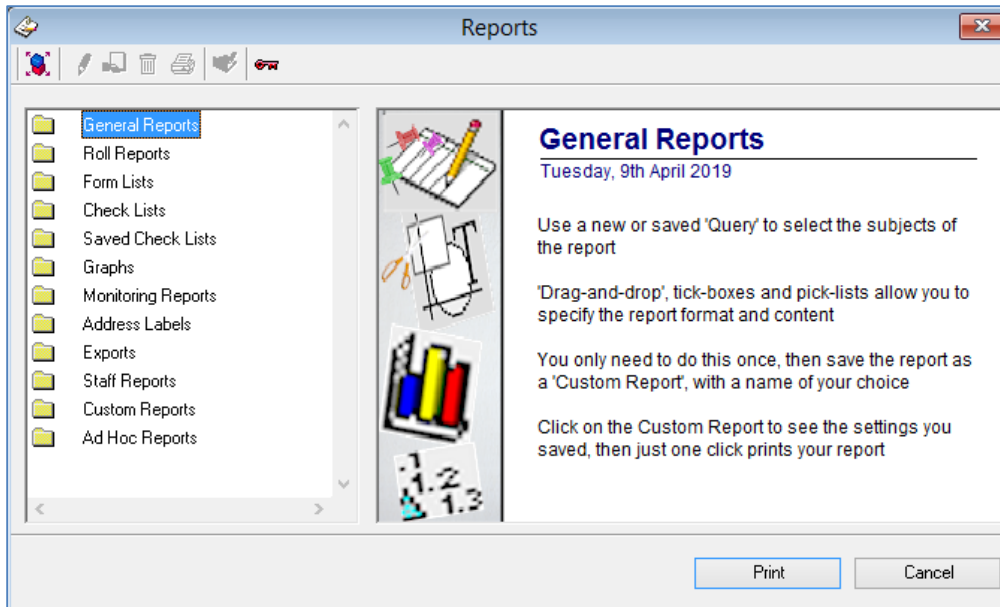


- **Close WA Reports**

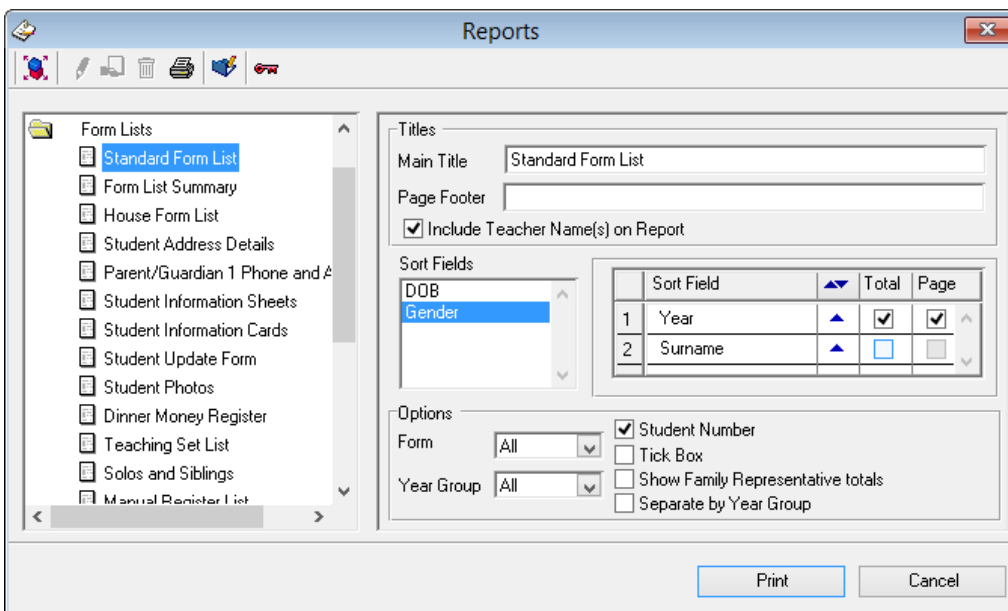
## 8 Medical Reports

### 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

The screenshot shows the 'Reports' window with the following configuration:

- Titles:** Main Title: Medical Details, Page Footer: (empty)
- Sort:** Form, DOB, Gender, Year. The 'Form' field is selected in the 'Sort Field' column.
- Select:** ☒ One page per student, ☒ Include Student Photograph, ☒ Only include students with 'flagged' health conditions, ☒ Include Daily Management Plan, ☒ Include Parent/Guardian 1 Details. The 'Selected Subset' is 527.
- Buttons:** Print, Cancel.

- **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

The screenshot shows the 'Reports' window with the following details:

- Titles:**
  - Main Title: Medical Conditions Trained Staff Report
  - Page Footer: (empty)
- Sort:**
  - Sort Field: Form
  - Sort Field: Year
  - Table with columns: Sort Field, Total, Page
- Select:**
  - Selected Subset 527 ...
  - New Query

- **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

The screenshot shows the 'Reports' window with the following details:

- General Reports List:** Student Activities Report, Activities Report, Medication Report (selected), Medical Conditions, Medical Conditions Trained Staf, Medical Details, Doctor/Practice List, Dental Practice List, Birthday Report, Students with no Address, Students and their Teaching Se, List of UDIs, Health Care Conditions Review.
- Titles:** Main Title: Medication Report, Page Footer: (empty).
- Sort:** A table with columns 'Sort Field', 'Total', and 'Page'. The first row shows 'Form' as the sort field.
- Select:** Selected Subset 527 ... (dropdown), New Query (button).
- Buttons:** Print, Cancel.

- **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**

Reports

General Reports

- Student Activities Report
- Activities Report
- Medication Report
- Medical Conditions
- Medical Conditions Trained Staf
- Medical Details
- Doctor/Practice List
- Dental Practice List
- Birthday Report
- Students with no Address
- Students and their Teaching Se
- List of UDIs
- Health Care Conditions Review

Titles

Main Title: Medical Conditions

Page Footer:

Sort

	Sort Field	Total	Page
1	Form		

Select

Selected Subset 59 e... New Query

☒ Include Daily Management Plan

Print Cancel

- **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 **4<sup>th</sup> Feb 2019**

The screenshot shows the 'Reports' window with the following details:

- Titles:** Main Title: Health Care Conditions Review Date; Page Footer:
- Students (optional):** A dropdown menu and a 'New Query' button.
- Plans:** A list of conditions with checkboxes: All, Severe Allergy Anaphylaxis, Minor to Moderate Allergy, Diabetes, Seizures, Asthma, Activities of Daily Living, and Emergency Response Plan for Special Needs.
- Dates:** Completed Date: From 4 FEB 2019 To; Reviewed Date: From To.
- Buttons:** Print, Cancel.

- **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**

The screenshot shows a window titled "Reports" with a toolbar at the top. On the left is a tree view under "General Reports" containing various report types. "Doctor/Practice List" is selected. The right pane has sections for "Titles" (Main Title: Doctor/Practice List, Page Footer: ), "Sort" (a list with DOB, Gender, Year and a table with Sort Field, Total, and Page), and "Select" (a dropdown menu showing "Diabetic Students", a "New Query" button, and a "Totals only" checkbox). "Print" and "Cancel" buttons are at the bottom right.

Sort Field	Total	Page
1 Form	<input type="checkbox"/>	<input type="checkbox"/>

- **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

The screenshot shows a software window titled 'Reports'. On the left is a tree view under 'General Reports' with 'Student Activities Report' selected. The main area contains several sections: 'Titles' with 'Main Title' set to 'Student Activities Report' and an empty 'Page Footer' field; 'Students (optional)' with a dropdown set to 'Selected Subset 527 ...' and a 'New Query' button; 'Activity' with 'Activity Type' set to 'Letter Sent'; 'Dates' with 'Activity Date' from '4 FEB 2019' to 'Today's date' and an empty 'Review Date' range; and 'Options' with checkboxes for 'Sort by Student' (checked), 'Show Activity Details' (checked), and 'Show Reference No.' (checked), plus a 'Completion Status' dropdown set to 'Both'. 'Print' and 'Cancel' buttons are at the bottom right.

- **Print** the report to screen

### 8.1.8 Student Information Cards

#### Admin > Reports > Form Lists > Student Information Cards

- **Select Year Group 7**

The screenshot shows the 'Reports' window with the 'Form Lists' tree on the left. The 'Student Information Cards' item is selected. The right pane shows the configuration for this report, including the main title, page footer, selection criteria, and options. The 'Print' button is visible at the bottom right of the window.

- **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

The screenshot shows the 'Reports' window with the 'Student Update Form' selected in the left-hand tree. The right-hand pane shows the configuration for this report. The 'Titles' section has 'Main Title' set to 'Student Update Form'. The 'Instructions' section contains a text box with the following text: 'The following information is held on the school's administration system. Please check the information and make any corrections that are necessary on the form. It is important that student records are kept up to date throughout'. The 'Select' section has a dropdown menu set to 'Selected Subset 1 e...' and a 'New Query' button. The 'Options' section has several checkboxes: 'Include UDIs on the report' (checked), 'Include Teacher Name(s) on Report' (checked), 'Include Contact Notes which have a 'Location' on the report' (checked), 'Include Siblings on the report' (checked), 'Include Siblings who are on the Former Roll' (unchecked), 'Include Parents Background' (checked), and 'Print each Student on a fresh sheet of paper' (checked). There is a 'Hide Details' button and a '23 UDIs selected' indicator. A 'Return by Date' field is also present. At the bottom, there are 'Print' and 'Cancel' buttons.

- 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

The screenshot shows the 'Show / Hide Report Data' dialog box. It contains a table with the following data:

Report Field	Included?
Parent/Guardian 1	Yes
Parent/Guardian 2	Yes
Student Home Address Details	Yes
Student Phone 1	Yes
Student Phone 2	Yes
Student Mobile	No
Student EMail	No
Other Student Contacts	Yes

At the bottom of the dialog, there are 'OK' and 'Cancel' buttons. There are also green and red checkmark icons on the right side of the table.

- **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	
<b>Keith Jones (770)</b> <span style="float: right;"><b>Year 6 Form Room 6</b></span>	
Male	Date of Birth 29 OCT 2007 <span style="float: right;">Age 11 Yrs 5 Mths</span>
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
	<input checked="" type="checkbox"/> Permission to call Doctor
	<input checked="" type="checkbox"/> Permission to administer First Aid
	Address: 18 Hay Street WEST PERTH WA 6008
Salutation: Mrs Jones	Tel. 1: 9443 8856
Tel. 1: 9397 2632	Tel. 2:
Tel. 2:	Fax:
Mobile:	<input checked="" type="checkbox"/> Ambulance Cover
Fax:	Ambulance Cover Insurance Provider: HBF
E-Mail:	
Medical Description: <b>Asthma</b>	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.

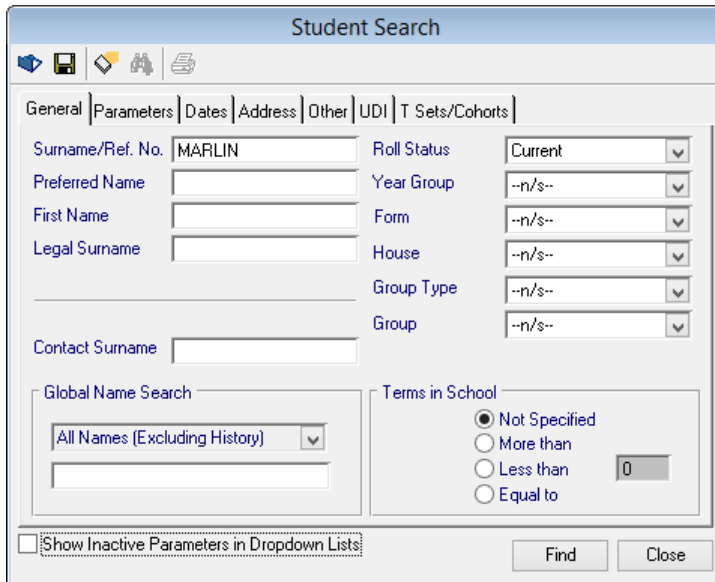





## Activity

### Print emergency details for Haylee Marlin

- Click Student Emergency Contact 
- Enter **MARLIN** in the **Surname/Ref** field and click **Find**



- 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](mailto: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.

# Index

## A

Accessing Help .....	16
ACIR .....	49
ACIR Immunisation History Statements .....	54
Advanced Search .....	26

## D

Doctor/Practice List .....	76
----------------------------	----

## E

Entering Medical Details.....	35
-------------------------------	----

## F

FAQ'S .....	83
-------------	----

## H

Health Care Conditions Review Date Report .....	75
Health Care Forms .....	10
Health Care Forms-Downloading.....	14
Health Care Forms-Kst templates .....	14
Health Care Forms-Locating .....	12
Health Care Planning/Plans .....	22
Health Condition.....	17
Health Conditions-Adding.....	22, 35

## I

Immunisation Details.....	48, 55
Immunisation History Statement .....	49
Immunisation Reports .....	63

## K

KST Templates .....	29
---------------------	----

## L

Logging On.....	15
-----------------	----

## M

Management & Emergency Response Plans .....	31
Medical Conditions Report .....	74
Medical Conditions Trained Staff Report.....	72
Medical Details .....	22
Medical Details Report .....	71
Medical Details-Adding.....	40
Medical Forms .....	10
Medical Information .....	20
Medical Parameters .....	17
Medical Practices.....	18

Medical Practices-Editing.....	19
Medical Records photos.....	44
Medical Reports .....	69
Medication Report .....	73

## P

Producing Student Health Care Summary Forms.....	29
--	----

## R

Reports.....	69
Reports-Doctor Practice List .....	76
Reports-Health Care Conditions Review Date .....	75
Reports-Immunisation Report .....	66
Reports-Medical Conditions.....	74
Reports-Medical Conditions Trained Staff .....	72
Reports-Medical Details .....	71
Reports-Medication Report .....	73
Reports-Student Activities .....	77
Reports-Student Information Cards.....	78
Reports-Student Update Form.....	79
Reports-Vaccination Schedule .....	63

## S

Saving a Student Search Query .....	28
Searching Medical Details .....	23
SHCS .....	29
SHCS and SP's.....	21
Speed Edit .....	57
Speed Edit-Immunisation Details .....	57
Speed Edit-Medical Information .....	60
Staff Training details .....	43
Standardised Plans.....	31
Student Activities Report .....	77
Student Emergency Contact .....	80
Student Health Care Data Entry .....	9
Student Health Care Summary.....	29
Student Health Care Summary Form .....	36
Student Information Cards.....	78
Student Status Bar .....	20
Student Update Form .....	79

## T

Training Outcomes.....	8
Training Program .....	7

## U

Updating Medical Details.....	45
-------------------------------	----

## V

Vaccination Schedule-Explanatory Notes .....	52
Vaccination Schedule-Flow Chart .....	51
Vaccination Schedule-Reports .....	63, 65

Vaccination Schedule-Speed Edit ..... 57

**W**

WA Reports .....79  
WA Reports-Immunisation Report.....66



## 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](mailto: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](http://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/>