

Health Admin Guide

March 2024 v1.1



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Introduction

This document describes key steps for successfully setting up Sentral to track student Health. The system is built to handle medications, plans, medical amendments and sick bay. This document describes the top-level health of students at the school daily.

A detailed description for the setup of each area in Health has been provided as well as a checklist of pre-requisites, decisions and recurring tasks that need to be reviewed on a periodic basis.

Considerations, dependencies and pre-requisites

This section highlights the key areas that the school administration staff need to consider prior to setting up the Sentral Health module.

Medications

School admin staff or first aid officers need to ensure that every medication type is registered with a description, route and location. An expiry alert helps to determine updating of medications and upcoming expiries. School policies and processes should be adhered to and applied within the Health module.

Students, Staff and Roll Classes

For the Health module to operate, you must have user accounts created for staff members at the school, as well as roll classes with students in them. This may be entered within Sentral Enrolments or synchronised from the school management system. This does not have to be finalised and the roll classes can always be adjusted and resynchronised later.

Sick Bay Incursion Details

It is important to configure the Sick Bay incursion details and include the various categories (reason, location, actions taken) so sick bay entries are tracked accordingly.

SMS Messaging

The school will need to decide on whether Sick Bay notifications to parents will be enabled and to construct a default SMS message for Sick Bay alerts to parents.

Roles and Responsibilities Setup

The Health module is a powerful module with many features and functions that can address the school's Sickbay and Medication. Administration of the Health module is usually assigned to a select group of staff with access to all the functionality in the module. As such, the school will be responsible for applying access levels for staff which will determine what actions they can perform in the module.

Define the naming conventions

Schools can define the naming of the areas within health that make the module have more meaning to a school naming convention. For example, Sick Bay could be Health Centre.

Slip printing hardware

Sentral offers the ability to print out slips for students signing in and out of Sickbay. Assuming the school would like slips printed for students you will require a receipt printer that can be connected to a device with access to Sentral.

Student Kiosk

Schools have the option to configure a kiosk machine that provides students the ability to sign themselves in and out of school without staff interaction. In larger schools this can be very useful as it alleviates the need for a staff member to process many students when an exception arises e.g., Traffic incident. If you would like to use the kiosk, Sentral recommends using a touch screen for ease of use for students (or a numerical pad). Student identification can be done through several methods including barcode, mag stripe card, fingerprint scan (i.e., biometrics), PIN number.

Student Medical Flags and Alerts

Student medical alerts and conditions are an important source of sensitive information. These students are often the ones that require medication, health care and emergency care plans. Ensure you have a list ready when starting to work in the Health Module.

School Start and End time

The 'official' school start and end time should be setup under School Attendance | Attendance Setup | School Times to match the times that your school adds sick bay entries and medication.

Slip Printing

Slip Printing controls how slips are printed for sick bay. This only applies if schools print slips for sick bay. The slip provides students with a valid excuse for exit/entry from/to sick bay. To configure please refer to Attendance Admin Guide and go to School Attendance | Attendance Setup | Slip Printing.

NSW Department of Education (DoE) Schools

ebs decommission – DoE instructions

Some EBS student administration information will not synchronise to Sentral automatically during the decommission process. This means that there are some tasks you will need to do manually in Sentral. For details, refer to the following documents prepared by the NSW DoE:

- ebs Decommission Checklist
- ebs Decommission Checklist Instructions.



NSW DoE schools: Long term health conditions that you record in NSW DoE's system (ERN) are synced down to Sentral. Whilst you can record medication and care plans in ERN, this information is not synced down to Sentral.

The recommendation from NSW DoE is to record this information in your AMPS supplier product.

ebs decommission – Sentral documentation

The Health Admin Guide has been updated for changes to the Health module introduced with release 24.1.0-MT.

For more on the Health enhancements, see [ebs Decommission Project – Sentral Enhancements](#) in the Help Centre.

Configure Health

The following is a description of the setup for each area in the Health setup. These details will guide you through the critical configurations you need to setup in Health. Settings that are not explained in this guide can be configured without explanation or configured later. The configurations can be found via Health module | Setup Health.

General

The General Settings for the Health module are a list of basic parameters that can be set up in advance. Each setting is self-explanatory, and most can be changed later if required. The settings on this page are configurable according to your school's needs. Define the naming conventions applicable to your school.

For example, Sick Bay could be Health Centre. Schools can also define the maximum number of records viewable at a time.

Set the maximum number of records viewable at a time. If the total number of records are larger than the maximum set, you will be able to browse through the records using pagination links.

Set the maximum number of records viewable in Administration History of Medication Administrations. If the total number of records are larger than that you can click the button to browse Administration Log.

Medication

This section defines the list of valid medications used within your school.



NSW DoE schools: Whilst you can record medication and care plans in ERN, this information is not synced down to Sentral. The recommendation from NSW DoE is to record this information in your AMPS supplier product.

Locations

This is where you specify locations where medications will be stored within the school. You must have locations set up before you can create medications. Each location will require a description to be included.

Add New Location allows the administrators to add new locations.

Routes

This is where you specify how a medication is administered, such as 'by mouth' or 'applied on skin'.

Add New Route allows the administrators to add new routes.

Medications (inbuilt)



There are three inbuilt medications that you cannot edit or delete:

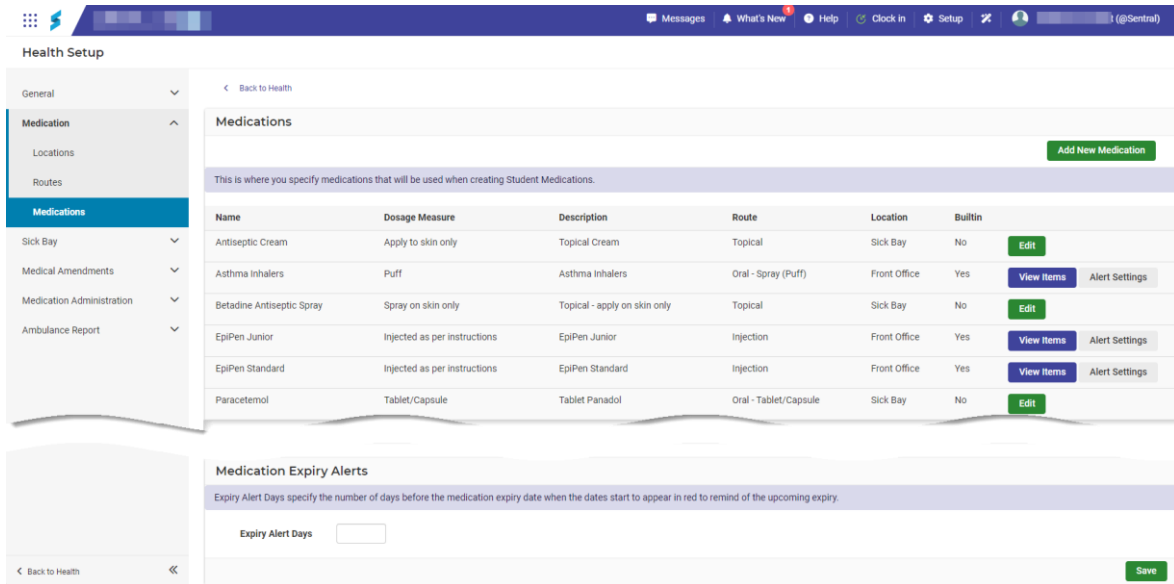
- EpiPen Standard
- EpiPen Junior
- Asthma Inhalers.

These inbuilt medications include stock management features.

Use the information in this section to manage the stock of medications at your school. Create the different levels of stock items for the three inbuilt medications, and then depending on circumstances, add, edit, or discard stock as required.

View stock items for inbuilt medications

1. Select the menu icon (⋮) and choose Health.
 2. Do one of the following:
 - Select  Setup on the menu bar and choose Health Setup.
 - Select  in the bottom left pane.
 3. Select Medication in the left menu and choose Medications.
- The Medications screen displays the list of medications – both inbuilt and any that have been added by your school.



Health Setup

Medications

This is where you specify medications that will be used when creating Student Medications.

Name	Dosage Measure	Description	Route	Location	Builtin	
Antiseptic Cream	Apply to skin only	Topical Cream	Topical	Sick Bay	No	Edit
Asthma Inhalers	Puff	Asthma Inhalers	Oral - Spray (Puff)	Front Office	Yes	View Items Alert Settings
Betadine Antiseptic Spray	Spray on skin only	Topical - apply on skin only	Topical	Sick Bay	No	Edit
EpiPen Junior	Injected as per instructions	EpiPen Junior	Injection	Front Office	Yes	View Items Alert Settings
EpiPen Standard	Injected as per instructions	EpiPen Standard	Injection	Front Office	Yes	View Items Alert Settings
Paracetamol	Tablet/Capsule	Tablet Panadol	Oral - Tablet/Capsule	Sick Bay	No	Edit

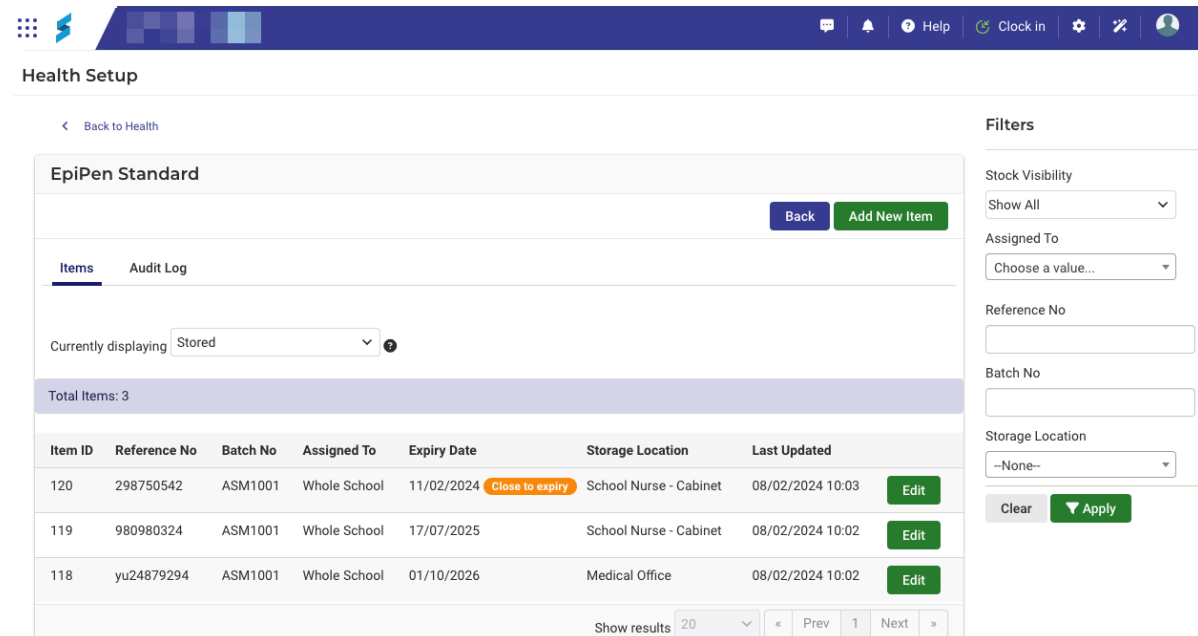
Medication Expiry Alerts

Expiry Alert Days specify the number of days before the medication expiry date when the dates start to appear in red to remind of the upcoming expiry.

Expiry Alert Days

[Save](#)

4. Select View Items next to an inbuilt EpiPen Junior, EpiPen Standard, or Asthma Inhaler medication. The inventory stock screen for the selected inbuilt medication displays with the Items tab selected.



Health Setup

EpiPen Standard

[Back](#) [Add New Item](#)

Items [Audit Log](#)

Currently displaying

Total Items: 3

Item ID	Reference No	Batch No	Assigned To	Expiry Date	Storage Location	Last Updated	
120	298750542	ASM1001	Whole School	11/02/2024 Close to expiry	School Nurse - Cabinet	08/02/2024 10:03	Edit
119	980980324	ASM1001	Whole School	17/07/2025	School Nurse - Cabinet	08/02/2024 10:02	Edit
118	yu24879294	ASM1001	Whole School	01/10/2026	Medical Office	08/02/2024 10:02	Edit

Show results [«](#) [Prev](#) [1](#) [Next](#) [»](#)

Filters

Stock Visibility

Assigned To

Reference No

Batch No

Storage Location

[Clear](#) [Apply](#)

5. Do any of the following:
 - a. Next to Currently displaying, select the type of items to view – Stored, Expired, Administered, In Use, Discarded.
 - b. Under Filters on the right, choose options and then select Apply.
6. View information such as whether the item is assigned to a student or the school, is expired or close to expiry, whether the item has been administered.

Add a new stock item for inbuilt medications

1. First, view an inbuilt medication.
The inventory stock screen for the selected inbuilt medication displays.
For details, see [View stock items for inbuilt medications](#)
2. Select Add New Item.
The Add New Item screen displays. The fields that display are determined by the type of medication.

3. Enter details for the new item.
 - Assigned to – If you selected Student, then use the search box to search for the student.
 - Medication Expiry Date
 - Brand
 - Batch Number
 - Reference Number
 - Dosage – enter a number value.
 - Storage Location – select from the list.
This is based on the locations added to Setup Health | Locations.
 - Uses Remaining – for asthma inhalers, enter a number value.
4. Select Save.

Edit a stock item for an inbuilt medication

1. First, view an inbuilt medication.
The inventory stock screen for the selected inbuilt medication displays.
For details, see [View stock items for inbuilt medications](#)
2. Select Edit next to the item.
The status of the item determines which fields are editable.
 - If status of the item is Stored, In Use, Expired, then you can edit all fields except for Dosage.
 - If status of the item is Administered (to student) or Administered to Other person, then all fields are view only, except for Asthma Inhaler.
 - If status of the item is Removed, then all fields are view only.

Discard or remove a stock item for an inbuilt medication

1. Follow these steps to remove a stock item or mark a stock item as discarded and keep a record of the item in the system. First, view an inbuilt medication.

The inventory stock screen for the selected inbuilt medication displays.

For details, see [View stock items for inbuilt medications](#)

2. Select Edit next to the item.
3. Select Discard.
System rules prevent you from discarding a stock item that has been Administered or Removed.
4. Select a reason for discarding the stock item.
 - a. If you selected Created in error, a warning message displays to advise that the item will be permanently deleted from the system. Select Delete Item.
 - b. If you select any other reason, then select Mark as Removed.
This is a 'soft delete'. The Audit log is updated.

Assign an inbuilt medication to a student

Use the information in this section to assign an inbuilt medication such as an EpiPen to a student from your school's inventory stock.



Tip: Whilst you can select to add an EpiPen when you receive an alert notification, if you know that a student needs to have an EpiPen assigned, best practice is to assign the EpiPen from your school's stock to the student in advance.

1. First, view an inbuilt medication.
The inventory stock screen for the selected inbuilt medication displays.
For details, see [View stock items for inbuilt medications](#)
2. Apply filters to view available school stock.

EpiPen Standard

Back Add New Item

Items Audit Log

Currently displaying Stored 2

Total Items: 3

Statuses Explained

- Stored: Non-expired and non-administered items (i.e. items that are available for use)
- Expired: All expired items
- Administered: Fully administered items (i.e. no remaining uses)
- In Use: Partially administered items (i.e. some remaining uses left)
- Discarded: All deleted / removed items (i.e. due to damage or loss)

Item ID	Reference No	Batch No	Assigned To					Edit
34	8907	24	Whole School	30/03/2024	Front Office	28/02/2024	15:34	Edit
33			Whole School	06/04/2024	Cupboard store	23/02/2024	18:13	Edit

Filters 1

Stock Visibility: School Stock Only

Assigned To: Choose a value...

Reference No: [Input Field]

Batch No: [Input Field]

Storage Location: --None--

Clear Apply

Show results 20 Prev 1 Next

3. Select Edit next to the stock item.
The Edit Item screen displays.

Edit Item ×

Stored

Assigned To *

Whole School

Student **1**

Search... **2**

Alya ADAMS×

Medication Expiry Date * **Brand *** **Storage Location**

Reference No	Batch No	Dosage	Uses Remaining
<input type="text" value="8907"/>	<input type="text" value="24"/>	<input type="text" value="1"/>	<input type="text" value="1"/>

Discard **Save** **Cancel**

4. Next to Assigned To, select Student.
5. Search for and select the student.
6. Complete details.
7. Select Save.

Configure medication expiry alerts – asthma inhalers and EpiPens



Note: For the three inbuilt medications, you can configure alerts and notifications that trigger based on the stock levels, expiry dates, and whether students are anaphylactic.

Use the information in this section to set up an alert and notification for stock that is near expiration or has expired.

1. Select the menu icon (⋮) and choose Health.
2. Select Setup on the menu bar and choose Health Setup.
3. Select Medication in the left menu and choose Medications.
The Medications screen displays the list of medications – both inbuilt and any that have been added by your school.

Medications						Add New Medication
This is where you specify medications that will be used when creating Student Medications.						
Name	Dosage Measure	Description	Route	Location	Builtin	
Antiseptic Cream	Apply to skin only	Topical Cream	Topical	Sick Bay	No	Edit
Asthma Inhalers	Puff	Asthma Inhalers	Oral - Spray (Puff)	Front Office	Yes	View Items Alert Settings

4. Select Alert Settings next to an inbuilt medication.
The Alert Settings screen for the select medication displays – with the Stock level tab selected.
Stock level alerts only monitor stock assigned to the school – not a student.

Asthma Inhalers Alert Settings

Back
Save

Stock level alerts
Expiry alerts

Stock level alerts only monitor stock assigned to School and not a Student.

Stock level alert settings

Show an alert when Asthma Inhalers stock falls to zero?
 Yes No

Show an alert when Asthma Inhalers stock falls below the configured minimum number If empty low stock alert will not show for this medication.

Notification recipients

Select users who will be notified about Asthma Inhalers stock alerts

Groups	Roles	Users
<input type="text" value="Choose a value..."/>	<input type="text" value="Choose a value..."/> New role for testing ✖	<input type="text" value="Choose a value..."/>

Save

Example of medication alert settings

Stock level alerts

5. Under Stock level alert settings:
 - a. Specify whether to show an alert when stock falls to zero.
 - b. Specify the minimum stock level for an alert to trigger. Alternatively, leave this field blank if you don't want to trigger an alert for the selected medication.
6. Under Notification recipients, select the users who will be notified about the stock alert. Select from Groups, Roles, and Users.



Note: Staff members may need to update their notification preferences via My user profile | Preferences | Notification settings users to ensure they receive these notifications.

7. Select Save.

Expiry alerts

8. Select the Expiry alerts tab.
9. Under Expiry alert settings:
 - a. Specify whether to show an alert when stock has expired.
 - b. Specify the number of days for school assigned expiry alerts. Alternatively, leave this field blank if you don't want to trigger an alert.
 - c. Specify the number of days for student assigned expiry alerts. Alternatively, leave this field blank if you don't want to trigger an alert.
10. Under Notification recipients, select the users who will be notified about the expiry alert. Select from Groups, Roles, and Users.



Note: Staff members may need to update their notification preferences via My user profile | Preferences | Notification settings users to ensure they receive these notifications.

11. Select Save.

Student alerts



Note: For anaphylaxis, an alert and notification can be triggered when the system detects a student with an anaphylactic medical condition that has not been assigned to an EpiPen Standard or EpiPen Junior.

12. For EpiPen Junior and EpiPen Standard, select the Student alerts tab.
13. Under Student alert settings, specify whether to show an alert when an anaphylaxis student does not have an assigned EpiPen.
14. Under Notification recipients, select the users who will be notified about the EpiPen student alert. Select from Groups, Roles, and Users.



Note: Staff members may need to update their notification preferences via My user profile | Preferences | Notification settings users to ensure they receive these notifications.


15. Select Save.

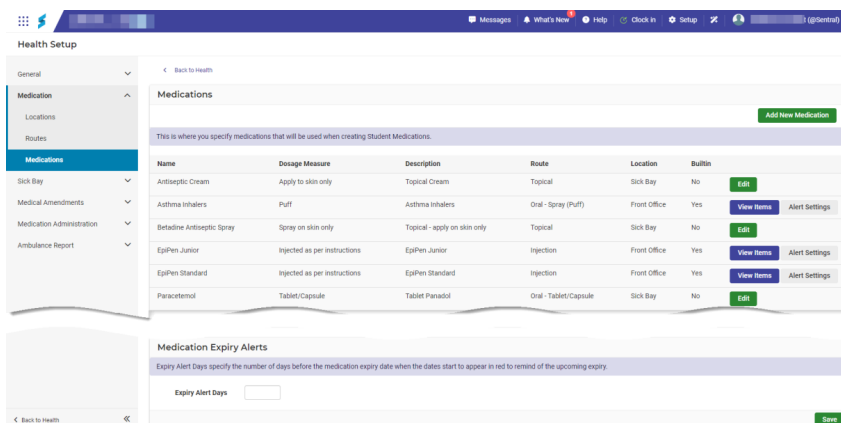
Medications (custom)

Overview

Use the information in this section to manage medications that your school has added – as opposed to the inbuilt medications.

Add a new medication

1. Select the menu icon (⋮) and choose Health. Select  Setup and choose Health Setup.
2. Select Medication in the left menu and choose Medications.
The Medications screen displays the list of medications – both inbuilt and any that have been added by your school. For example, Paracetamol.



Name	Dosage Measure	Description	Route	Location	Built-in	
Antiseptic Cream	Apply to skin only	Topical Cream	Topical	Sick Bay	No	Edit
Asthma Inhalers	Puff	Asthma Inhalers	Oral - Spray (Puff)	Front Office	Yes	View Items Alert Settings
Betadine Antiseptic Spray	Spray on skin only	Topical - apply on skin only	Topical	Sick Bay	No	Edit
EpiPen Junior	Injected as per instructions	EpiPen Junior	Injection	Front Office	Yes	View Items Alert Settings
EpiPen Standard	Injected as per instructions	EpiPen Standard	Injection	Front Office	Yes	View Items Alert Settings
Paracetamol	Tablet/Capsule	Tablet Paradol	Oral - Tablet/Capsule	Sick Bay	No	Edit

3. Select Add New Medication.
Additional fields display.

Medications

[Add New Medication](#)

This is where you specify medications that will be used when creating Student Medications.

Medication Name

Dosage Measure
Describe the amount of a single dose (eg. tablet, puff, injected as per instructions)

Route

Description

Storage Location

[Save](#) [Close](#) [Delete](#)

4. Enter details for the new medication:
 - Medication Name
 - Dosage Measure
 - Route
 - Description
 - Storage Location – the list options display locations created via Medications | Locations.
5. Select Save.

Edit a medication

Use the information in this section to edit a custom medication.

1. Select the menu icon (⋮) and choose Health. Select ⚙️ Setup and choose Health Setup.
2. Select Medication in the left menu and choose Medications.
The Medications screen displays the list of medications – both inbuilt and any that have been added by your school. For example, Paracetamol.
3. Select Edit next to a medication.
Additional fields display.

Health Setup

Name	Dosage Measure	Description	Route	Location	Builtin	
Antiseptic Cream	Apply to skin only	Topical Cream	Topical	Sick Bay	No	Edit
Asthma Inhalers	Puff	Asthma Inhalers	Oral - Spray (Puff)	Front Office	Yes	View Items Alert Settings
Betadine Antiseptic Spray	Spray on skin only	Topical - apply on skin only	Topical	Sick Bay	No	Edit
EpiPen Junior	Injected as per instructions	EpiPen Junior	Injection	Front Office	Yes	View Items Alert Settings
EpiPen Standard	Injected as per instructions	EpiPen Standard	Injection	Front Office	Yes	View Items Alert Settings
Paracetamol	Tablet/Capsule	Tablet Panadol	Oral - Tablet/Capsule	Sick Bay	No	Edit

Medication Name

Dosage Measure
Describe the amount of a single dose (eg. tablet, puff, injected as per instructions)

Route

Description

Storage Location

[Save](#) [Close](#) [Delete](#)

4. Update fields and select Save.

Delete a medication

Use the information in this section to delete a custom medication.

1. Select the menu icon (⋮) and choose Health. Select ⚙ Setup and choose Health Setup.
2. Select Medication in the left menu and choose Medications.
The Medications screen displays the list of medications – both inbuilt and any that have been added by your school. For example, Paracetamol.
3. Select Edit next to a medication.
Additional fields display.
4. Select Delete.
5. Select OK to confirm.

Configure medication expiry alerts – custom

Use the information in this section to set an expiry alert for any custom medications. To set an expiry alert for inbuilt medications, see [Assign an inbuilt medication to a student](#)

[Use the](#) information in this section to assign an inbuilt medication such as an EpiPen to a student from your school's inventory stock.

6. First, view an inbuilt medication.
The inventory stock screen for the selected inbuilt medication displays.
For details, see [View stock items for inbuilt medications](#)
7. Apply filters to view available school stock.

The screenshot shows the 'EpiPen Standard' inventory page. On the right, there are filters: 'Stock Visibility' is set to 'School Stock Only' (highlighted with a red box and a '1' in a red circle), 'Assigned To' is 'Choose a value...', 'Reference No' is empty, 'Batch No' is empty, and 'Storage Location' is '-None-'. Below the filters are 'Clear' and 'Apply' buttons. The main table has columns: Item ID, Reference No, Batch No, Assigned To, and two columns for date and time. Two rows are visible, each with an 'Edit' button (highlighted with a red box and a '3' in a red circle). A tooltip titled 'Statuses Explained' is open, listing: 'Stored: Non-expired and non-administered items (i.e. items that are available for use)', 'Expired: All expired items', 'Administered: Fully administered items (i.e. no remaining uses)', 'In Use: Partially administered items (i.e. some remaining uses left)', and 'Discarded: All deleted / removed items (i.e. due to damage or loss)'. A red arrow points from the 'Total Items: 3' label to the tooltip. A '2' in a red circle is next to the 'Stored' filter dropdown, and a '1' in a red circle is next to the 'Filters' header.

Item ID	Reference No	Batch No	Assigned To				
34	8907	24	Whole School	30/03/2024	Front Office	28/02/2024	15:34
33			Whole School	06/04/2024	Cupboard store	23/02/2024	18:13

8. Select Edit next to the stock item.
The Edit Item screen displays.

Edit Item ✕

Stored

Assigned To *

Whole School

Student **1**

Search... **2**

Alya ADAMS ✕


Medication Expiry Date * **Brand *** **Storage Location**

Reference No	Batch No	Dosage	Uses Remaining
<input type="text" value="8907"/>	<input type="text" value="24"/>	<input type="text" value="1"/>	<input type="text" value="1"/>

Discard **Save** **Cancel**

9. Next to Assigned To, select Student.
10. Search for and select the student.
11. Complete details.
12. Select Save.

Configure medication expiry alerts – asthma inhalers and EpiPens

1. Select the menu icon (⋮) and choose Health.
 2. Select  Setup on the menu bar and choose Health Setup.
 3. Select Medication in the left menu and choose Medications.
- The Medications screen displays the list of medications – both inbuilt and any custom medications that have been added by your school.

Health Setup

General Medication Locations Routes Medications Sick Bay Medical Amendments Medication Administration Ambulance Repor...

[Back to Health](#)

Medications **Add New Medication**

This is where you specify medications that will be used when creating Student Medications.

Name	Dosage Measure	Description	Route	Location	Builtin	
Antiseptic Cream	Apply to skin only	Topical Cream	Topical	Sick Bay	No	Edit
Asthma Inhalers	Puff	Asthma Inhalers	Oral - Spray (Puff)	Front Office	Yes	View Items Alert Settings
Betadine Antiseptic Spray	Spray on skin only	Topical - apply on skin only	Topical	Sick Bay	No	Edit
EpiPen Junior	Injected as per instructions	EpiPen Junior	Injection	Front Office	Yes	View Items Alert Settings
EpiPen Standard	Injected as per instructions	EpiPen Standard	Injection	Front Office	Yes	View Items Alert Settings
Paracetamol	Tablet/Capsule	Tablet Panadol	Oral - Tablet/Capsule	Sick Bay	No	Edit
Ventolin	1 puff	Asthma Spray	Oral - Spray (Puff)	Front Office	No	Edit

Medication Expiry Alerts

Expiry Alert Days specify the number of days before the medication expiry date when the dates start to appear in red to remind expiry.

Expiry Alert Days **Save**

4. Under Medication Expiry Alerts, specify the number of days before the medication expiry date.
5. Select Save.

Sick Bay

Sick Bay is considered an incursion record for any student absence where the student is away from class but still located on school grounds.

Sick Bay Details

This setting allows the school to configure a set of details when checking a student into and out of Sick Bay. Sentral supplies schools with a default set of reasons and actions taken. School can add detail to support how Sick Bay is managed and what detail to capture.


SMS Messaging

Administration staff can enable the SMS functionality. If enabled, the school needs to create a default SMS subject and default message (SMS message cost 10 cents for 159 characters or less).

Medical amendments

Configure notification settings for feed items to portal users

Use the information in this section to enable the creation of feed items, so that when an amendment request is approved or rejected, a feed item will be sent to the portal user who submitted the request.

1. Select the menu icon (⋮) and choose Health.
2. Select  Setup on the menu bar and choose Health Setup.
3. Select Medical Amendments in the left menu and choose Notifications.

Health Setup

- General
- Medication
- Sick Bay
- Medical Amendments**
 - Medical Advice Form
 - Notifications**
 - Medication Administration
 - Ambulance Report

[Back to Health](#)

Configure Notification Settings

Create Feed upon approval/rejection: Enabled Disabled


Email Notification to school: Enabled Disabled

School Email Address:

Please enter the email address where the notification should be sent. If left empty, system will use the School Email Address saved under [Setup Portal Console > General > Settings](#)

4. Specify whether to create feed items when an amendment request is approved or rejected.
When this setting is enabled, a feed item (with Push Notification) will be sent to the portal user who submitted the request.
Note: This requires the Medical ACL to be enabled from the Portal Console.
5. Specify whether to enable email notifications to the school.
When this setting is enabled, and parents send medical amendments from the Portal, an email will be sent to the school.
6. Enter the email address for receiving email notifications sent to the school.

Upload medical advice form

1. Select the menu icon (⋮) and choose Health.
2. Select  Setup on the menu bar and choose Health Setup.
3. Select Medical Amendments in the left menu and choose Medical Advice Form.

Health Setup


- General
- Medication
- Sick Bay
- Medical Amendments
 - Medical Advice Form**
 - Notifications
- Medication Administration
- Ambulance Report

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Medical Advice Form

Medical Form Upload No file chosen

This form will be available to parents to download and include in their Amendment Request


Blocked extensions 

4. Choose a file and then select Upload.
Parents will be able to download the form to use in their medical amendment request.

Medication administration

Manage reasons for delayed medication administration

Use the information in this section to add common reasons for medications not being administered on time. When administering medications, upon specifying that the administration has not taken place on time, one of these reasons may be selected from a dropdown list.

1. Select the menu icon (⋮) and choose Health.
2. Select  Setup on the menu bar and choose Health Setup.
3. Select Medication Administration in the left menu and choose Delay Reasons.

Health Setup

- General
- Medication
- Sick Bay
- Medication Administration
 - Delay Reasons**
- Ambulance Report

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Reasons for delayed Medication Administrations



Common reasons for medications not being administered on time may be listed here. When administering medications, upon specifying that the administration has not taken place on time, one of these reasons maybe selected from a drop down list

Reason	Comment
At Sport	<input type="button" value="Edit"/>
Exam	<input type="button" value="Edit"/>
Excursion	<input type="button" value="Edit"/>
Student forgot	<input type="button" value="Edit"/>
Student Late	<input type="button" value="Edit"/>
Student thought the schedule was finished	<input type="button" value="Edit"/>

4. To enter a new reason for delayed medication:
 - a. Select Add New.

- b. Enter a reason and a comment.
 - c. Select Save.
5. To edit an existing reason for delayed medication:
 - a. Select Edit next to a reason.
 - b. Update details.
 - c. Select Save.
6. To delete an existing reason for delayed medication:
 - a. Select Edit next to a reason.
 - b. Select Delete.
 - c. Select Save.

Configure weekend medication administration setting

1. Select the menu icon () and choose Health.
2. Select  Setup on the menu bar and choose Health Setup.
3. Select Medication Administration in the left menu and choose Medication Administration.

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Medication Administration

Include weekends when administrating medication

Yes

No

4. Select Yes or No to specify whether to allow for out of school hours and weekend entries of medications.
5. Select Save.

Ambulance report

This is the section where details of hospitals are stored, which can be used when creating ambulance reports.

Appendix A: Summary checklist

Module	Checklist	Review frequency
General	Review titles in health Care Module	Once
Medication	Locations, routes and medications	On a regular basis
Sick Bay	Review details and SMS	On an annual basis
Medication Administration	Define Rules around exceptions for Attendance and who should be notified	On an annual basis
Ambulance Report	Does the school have historical attendance data to be imported?	Once
Slip Printing	Slip Printing required?	Printers may need replacing on a 5-year cycle. Order consumables. Check with IT.
Menu Configuration	Menu Configuration Required?	On an annual basis
School Times	Must be completed before system is being used for Attendance.	On an annual basis – January