

Health User Guide

March 2024 v1.1




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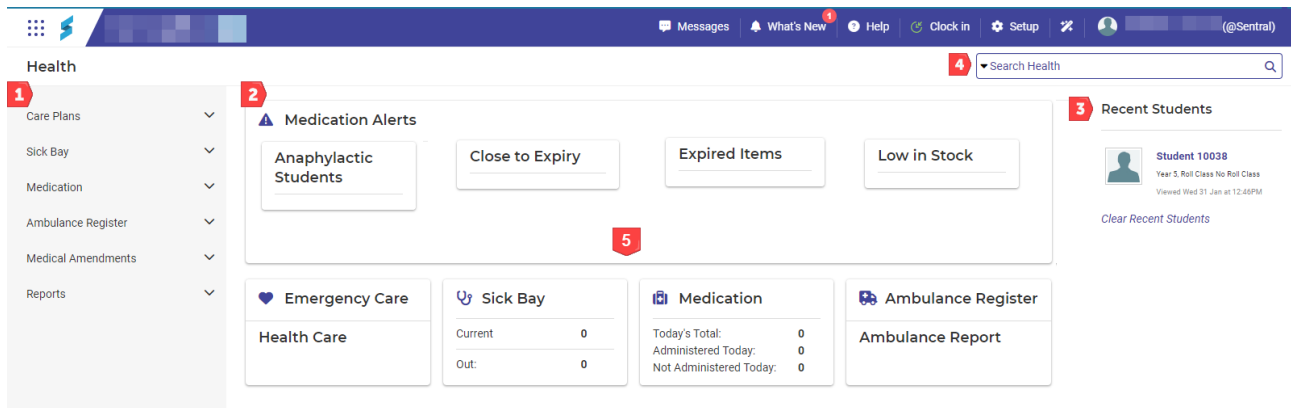
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Health home screen

Access

1. Select the Sentral menu icon () and then under Student Admin, select Health. The Health home screen displays.



Overview


Refer to the table below for a description of information on the Health home screen.

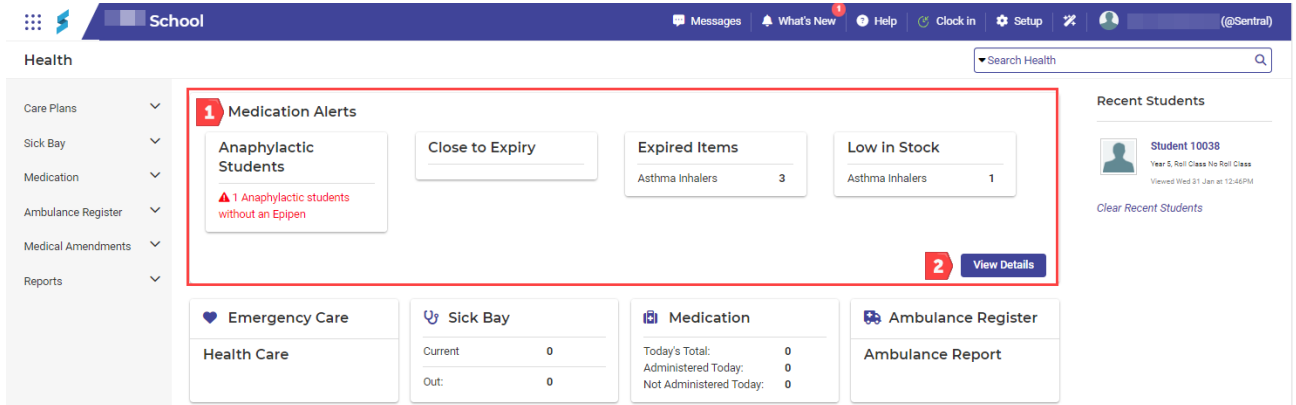
Information on the Health home screen

Reference number	Description	Examples
1	Lists menu options for care plans, sick bay and ambulance registers, medication administration, medical amendments and related reports.	Under reports, create a student medication report for anaphylactic students.
2	Medication alerts If alerts are configured, then an alerts widget will display on the Health home screen. Provides a quick look into what needs addressing in terms of inventory management. Note: You may also need to check My user profile Preferences Notification settings.	Anaphylactic Students, Summary totals for inventory that is low in stock, close to expiry, or expired.
3	Shows your recent student searches.	
4	Search function enables you to search students and care plans in the Health module.	
5	Quick links to menu options that are also accessible via the left menu	Emergency Care Plans and Health Care Plans are options under Care Plans.

View medication alerts

Use the information in this section if Dashboard alerts have been configured as a widget at your school.

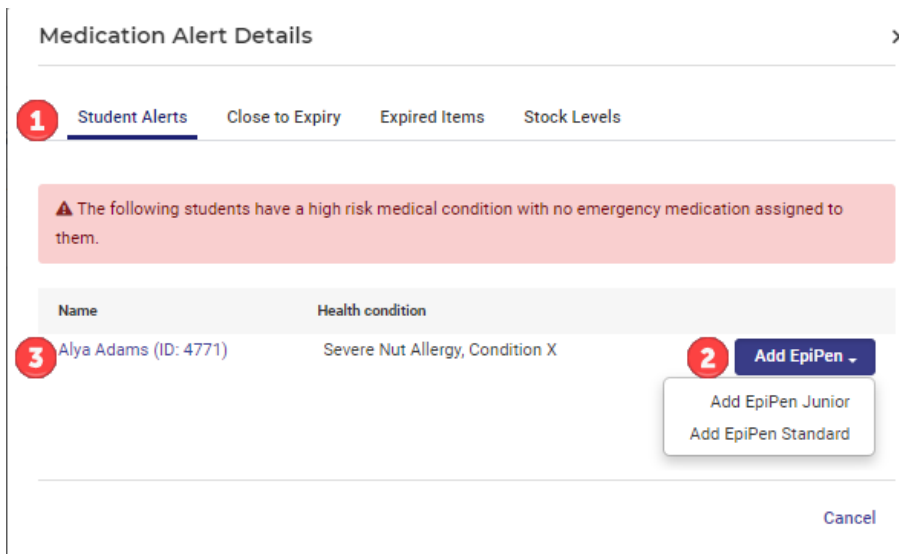
1. Select the Sentral menu icon () and then under Student Admin, select Health. The Health home screen displays.



2. In the Health home screen, do one of the following:


- Select Medication Alerts.
- Select View Details.

The Medication Alert Details screen displays with the Students Alerts tab selected.



Students Alerts tab


3. View details of students that have an anaphylactic medical condition but no assigned EpiPen.
 - a. To view a student's medical records screen first, select the student link in the Name column.

 **Tip:** If you select to view a student's medical records screen first, you'll need to either return to the Medical Alert Details screen to add the EpiPen, or go to Health Setup, Medication | Medications | View Items (next to the EpiPen | Edit (next to a stock item).

Name	Health condition	
Alya Adams (ID: 4771)	Severe Nut Allergy, Condition X	Add EpiPen Add EpiPen Junior Add EpiPen Standard

- b. View any medical flags and information about the student's medical condition.

Health Search Health



View Contacts & Other Details ...

Student 10038
Year 5 / No Roll Class
No Level
No ASCIA Plan

Enrol Date: 01/01/2023
External ID: SA003232

Student 10038
[Student Medical Records](#)

Student Medical Records - Student 10038

Student 10038
Photograph Privacy: **Allowed to photograph**
Phone: -

Health Care Plans & Emergency Care Plans
Has Emergency Care Plans: **NO**
Has Health Care Plans: **NO**

Allergies
No allergies recorded.

Medication at School
Student does not have any medication registered.

Medical Conditions [Add Medical Conditions ns](#)

Anaphylaxis [Anaphylaxis](#) [Edit Condition](#)


Linked Medication	Start Date	Review Date	End Date	Medical Contacts	Have Plans?
Not listed	Not listed	Not listed	Not listed	None listed	No

Details
None provided

Medical Practice Details
No Details Recorded

4. To assign an EpiPen to the student, return to the Medical Alerts Details screen, and then do the following:
 - a. Select Add EpiPen next to the student and choose an option.
The EpiPen Standard or EpiPen Junior screen displays in the Health Setup section of the Health module.

Name	Health condition	
Student 10038 (ID: 5)	Anaphylaxis	Add EpiPen Add EpiPen Standard Add EpiPen Junior

 **Tip:** Selecting Add EpiPen Standard or EpiPen Junior takes you to Health Setup.

- b. 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					
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

Show results 20 < Prev 1 Next >

Filters 1

Stock Visibility **School Stock Only**

Assigned To Choose a value...

Reference No

Batch No

Storage Location -None-

Clear Apply

- c. Select Edit for a stock Item.

Edit Item

Stored

Assigned To *

Whole School

Student 1

Search... 2

Alya ADAMS x

Medication Expiry Date * 30/03/2024

Brand * Generic

Storage Location Front Office

Reference No 8907

Batch No 24

Dosage 1

Uses Remaining 1

Discard Save Cancel

- d. To assign the item to the student, select Student.
- e. Complete details.
- f. Select Save.

Close to Expiry tab

5. Return to the Medication Alert Details screen and select the Close to Expiry tab. The number of days defined as close to expiry is configured by your school.
 - a. View the items close to expiry.
 - b. Select the link to view inventory. Inventory details display in the Health Setup section of the Health module.

Expired Items tab

6. Select the Expired Items tab.
 - a. View the list of expired items.
 - b. Select Discard next to an item and then select Confirm.
 - c. Select the link to view inventory.

Inventory details display in the Health Setup section of the Health module.

Stock Levels tab

7. Select the Stock Levels tab.
 - a. View the list of items that are low in stock.
 - b. Select the link to view inventory.

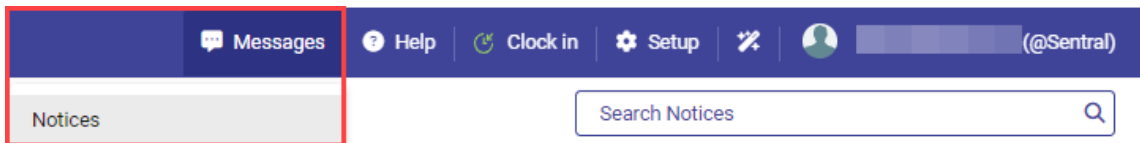
Inventory details display in the Health Setup section of the Health module.

View medication alerts via dashboard notices



Tip: If you can't see notifications, select your name on the menu bar and choose My user profile. Under Preferences, next to Notification settings, select how you want to receive notifications.

1. Select Messages on the menu bar and choose Notices.



2. View notifications – including medical alerts.

My Notices: Unread ▾

My Notices: Unread

Unread Read Trash Sent All

Toggle All View Oldest First With the s

Health Auto Notification - Stock Levels
Alert by Health on Tuesday, 20 February 2024 at 3:06pm Recipients: Mrs Lisa Milks

Please be aware that stock levels for **Asthma Inhalers** has reached below the minimum threshold.
Minimum Threshold: 3
Current Stock Level: 1

Health Auto Notification - Stock Levels
Alert by Health on Tuesday, 20 February 2024 at 3:02pm Recipients: Mrs Lisa Milks

Please be aware that stock levels for **Asthma Inhalers** has reached below the minimum threshold.
Minimum Threshold: 3
Current Stock Level: 1

Health Auto Notification - Item Expiry
Alert by Health on Tuesday, 20 February 2024 at 11:24am Recipients: Mrs Lisa Milks

Please be aware that the following **Asthma Inhalers** has expired.
Item ID: 3
Reference ID: YU24879294
Batch Number: 234
Assigned To: whole school
Expiry Date: 22/01/2024

Item ID: 9
Reference ID: FMG120000113DM
Batch Number: 4567

Care plans

Overview

Use the information in this section to create and manage Emergency Care Plans and Health Care Plans of all students and essential information to support them. Often these students have medical alerts and conditions flagged in the system.

- **Care plans**

All Staff can search the Health module to access Care Plans. Whether you select Health Care Plans or Emergency Plans, the screen will display a list of students with current plans.

- **Emergency care plans**

An Emergency care plan is usually associated to a student with a medical condition or alert and an emergency occurs.

Emergency care plans

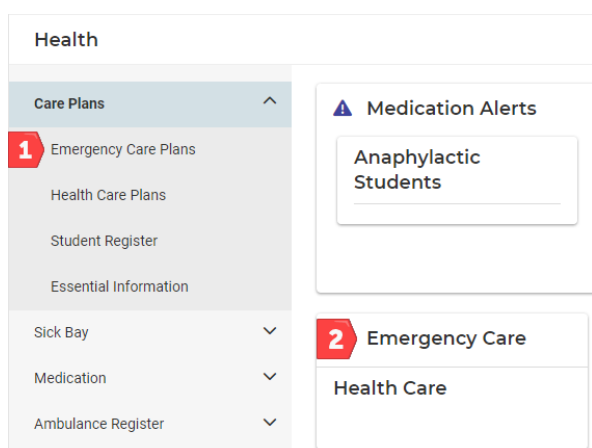


NSW DoE schools: Long term health conditions that you record in NSW DoE's system (ERN) are synced down to Sentral. Whilst you can record medication and care plans in ERN, this information is not synced down to Sentral.

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

View emergency care plans

1. Select the Sentral menu icon (⋮) and then under Student Admin, select Health. The Health home screen displays.



2. Do one of the following:
 - c. Select Care Plans in the left menu and choose Emergency Care Plans.
 - d. Select the Emergency Care link on the home screen.

The Emergency Care Plans screen displays current plans. If you see students with red borders, this indicates plans that their plans need review.



3. (Optional) Filter by Year.
4. Select a student to view their plan.

Create a new emergency care plan

1. Select the Sentral menu icon (⋮) and then under Student Admin, select Health. The Health home screen displays.
2. Select Care Plans in the left menu and choose Emergency Care Plans.
3. Select **+ New Emergency Care Plan**.
4. Search for and select the student to add a new Emergency Care Plan. The New Emergency Care Plan Overview screen for the selected student displays. This includes contacts, medical, other plans, participation in activities, NAPLAN results, absences summary data, Emerr) is displayed.
5. Enter plan details – Creation Date, Consulted With (more than one contact can be added), Background and Additional Information. To add background information, select the link and enter details.

Plan Details	
Creation Date	<input type="text" value="25/09/2020"/>
Consulted With	<input type="text" value="Add Participant"/> Add
Background	Add Background
Additional Information	<input type="text"/>

6. Enter emergency care details – each area is pre-defined by the school.

Emergency Care Details	
Severely Allergic To	<input type="text"/>
Health Conditions	<input type="text"/>
Medication At School	<input type="text"/>
Medical Practitioner Contact	<input type="text"/>
Emergency Care Provided At School	<input type="text"/>
EpiPen Storage	<input type="text"/>

7. Complete plan resolution details.

Include a next review date if the plan is completed in case any aspect of the student's condition alters.

Plan Resolution	
Comments	<input type="text"/>
Next Review Date	<input type="text" value="28/01/2021"/>
Plan Completed	<input type="radio" value="Yes"/> Yes <input type="radio" value="No"/> No
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

8. Select Save.

The screen refreshes with the Emergency Care Plan Overview.

9. Do any of the following:

- a. To edit the details, select Edit . Update details and then save your changes.
- b. To print the plan, use the print options in the right pane.

Plan Printing

- Print Student Information
Photo and Demographics
- Print Contact Information
Mother, Father, Contact Details,
Additional Info
- Print Medical Information
Medical Conditions, Allergies
- Print Sidebar Information

- c. To add any attachments to this plan, select Attach File in the right pane. Follow the prompts to upload a file and attach it to the plan.

Upload File

Name:

Leave blank to use the file name as the name of this attachment

File: No file chosen

- d. To remove the Emergency Care Plan, select Remove .

Health care plans


Use the information in this section to manage the health conditions for a student and any related requirements.

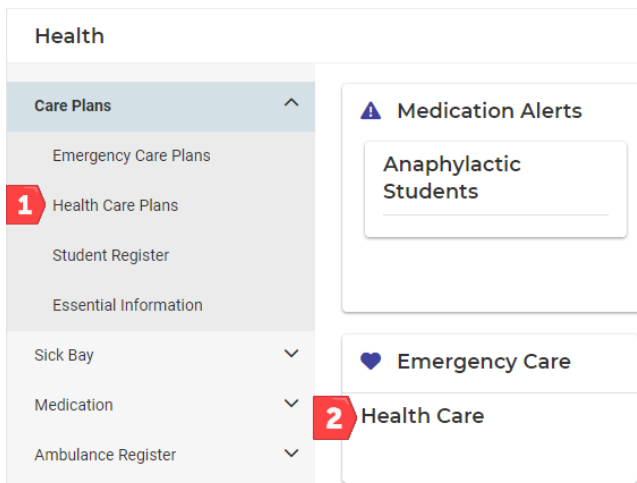


NSW DoE schools: Long term health conditions that you record in NSW DoE's system (ERN) are synced down to Sentral. Whilst you can record medication and care plans in ERN, this information is not synced down to Sentral.

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

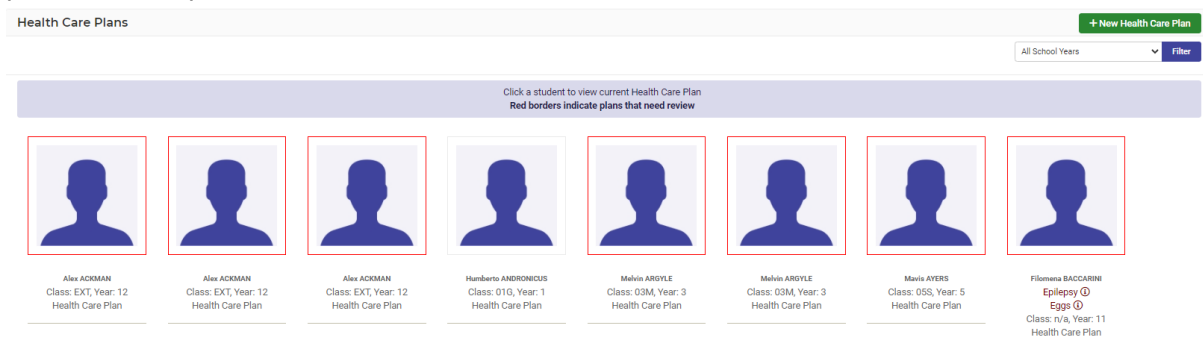
View health care plans

1. Select the Sentral menu icon () and then under Student Admin, select Health. The Health home screen displays.




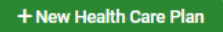
2. Do one of the following:
 - a. Select Care Plans in the left menu and choose Health Care Plans.
 - b. Select the Health Care link on the home screen.

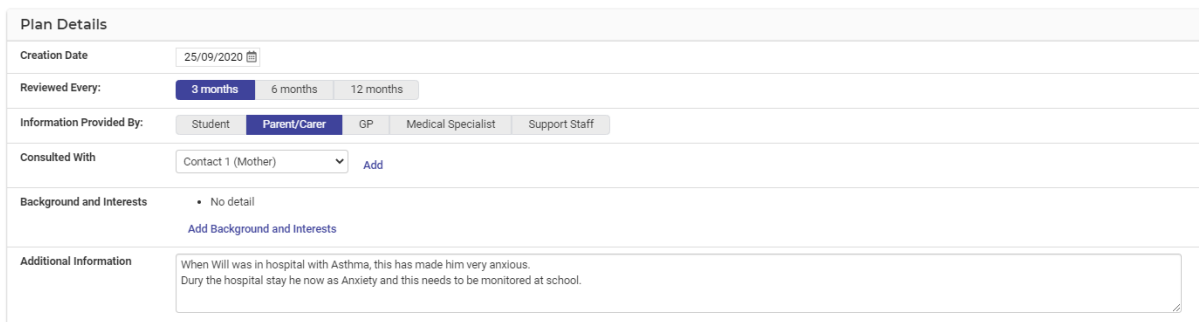
The Health Care Plans screen displays current plans. If you see students with red borders, this indicates plans that their plans need review.



3. (Optional) Filter by Year.
4. Select a student to view their plan.

Create a new health care plan

1. Select the Sentral menu icon () and then under Student Admin, select Health.
The Health home screen displays.
2. Select Care Plans in the left menu and choose Health Care Plans.
3. Select .
4. Search for and select the student to add a new Health Care Plan.
The New Health Care Plan Overview screen for the selected student displays.
This includes contacts, medical, other plans, participation in activities, NAPLAN results, absences summary data) is displayed.
5. Enter plan details – Creation Date, Review period, Information provided by, Consulted With (more than one contact can be added), Background and interests, and Additional Information.
To add background information, select the link and enter details.



Plan Details

Creation Date: 25/09/2020

Reviewed Every: 3 months | 6 months | 12 months

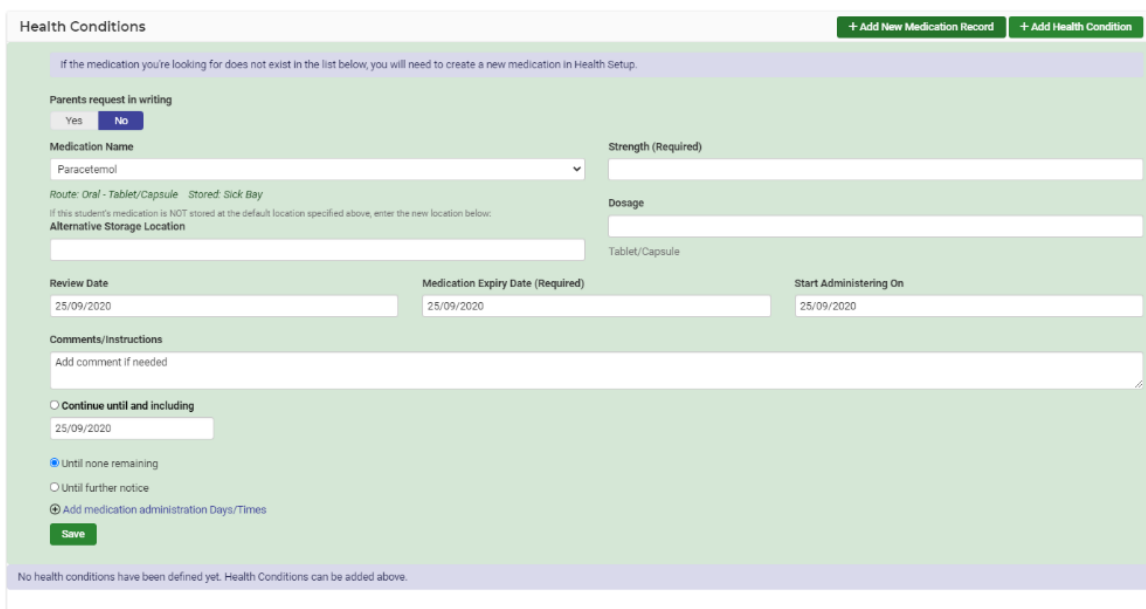
Information Provided By: Student | **Parent/Carer** | GP | Medical Specialist | Support Staff



Consulted With: Contact 1 (Mother) | Add

Background and Interests: No detail
[Add Background and Interests](#)

Additional Information: When Will was in hospital with Asthma, this has made him very anxious. Dury the hospital stay he now as Anxiety and this needs to be monitored at school.

6. Next to Health Conditions, select Add New Medication Record .
The Medication Details screen displays.



Health Conditions  

If the medication you're looking for does not exist in the list below, you will need to create a new medication in Health Setup.

Parents request in writing: Yes | **No**

Medication Name: Paracetamol | Strength (Required):

Route: Oral - Tablet/Capsule | Stored: Sick Bay | Dosage:

Alternative Storage Location: | Tablet/Capsule

Review Date: 25/09/2020 | Medication Expiry Date (Required): 25/09/2020 | Start Administering On: 25/09/2020


Comments/Instructions: Add comment if needed

Continue until and including: 25/09/2020

Until none remaining

Until further notice


Add medication administration Days/Times




No health conditions have been defined yet. Health Conditions can be added above.

7. Enter details for the medication record.
 - a. If the medication you're looking for does not exist in the list, first create a new medication in Health Setup.
 - b. If you need to add medication Administration Days/Times for specific medication:
 - i. Select the Add Medication and Administration Days/Times link.
 - ii. Select the days and times, and then select Save.
A confirmation message displays.
 - iii. Select OK.

The screenshot shows a user interface for selecting medication administration days and times. At the top, there are seven buttons for the days of the week: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. Each button has a checkmark icon. To the right of these buttons is a link that says "Remove Days/Times" with a red circle and an 'x' icon. Below the day buttons is a link that says "Add another time range" with a plus icon. Underneath that, it says "Administer between 10:42 and 10:42" with a red circle and an 'x' icon, and a "remove" link. Below this is a "Notes" section with a large text input field. At the bottom left of the form is a green "Save" button.


8. Next to Health Conditions, select Add Health Condition . The Health Conditions screen displays where you can select multiple Health Conditions.

The screenshot shows the "Health Conditions" form. At the top right, there are two green buttons: "+ Add New Medication Record" and "+ Add Health Condition". Below the buttons is a search bar for "Health Condition #1:" with a red "x" icon to clear the search. The search bar contains the text "New Health Condition". Below the search bar is a section titled "Enter the following information related to this Health Condition." with four text input fields: "Triggers/Comments:", "If anaphylaxis, list confirmed allergies:", "Emergency response information:", and "Contact person, position, location:". Each field has a small icon in the bottom right corner.

9. Enter health condition details.
 - a. To add additional Health Condition, repeat the above step.
 - b. To view the student's current medication, select Show/Hide Medication List . The student's list of current medication displays.

<input type="checkbox"/>	Paracetamol Expiry Date: 25/09/2022 Review Date: 29/01/2021	Route: Oral - Tablet/Capsule Stored (location): Year Advisor - English Staff Room Strength: 500mg Dosage: 1	Comments/Instructions Give 1 panadol to help calm him and rest in sick bay. Let him listen to his phone for music
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10. Under Medical and Emergency Service Contacts:

- a. Select Add Contact .
- b. Enter details for the medical practitioner and hospital.

Medical and Emergency Service Contacts Remove Contact

Doctor Information	Hospital Information
Doctor: <input type="text"/>	Ambulance Cover: <input checked="" type="radio"/> No <input type="radio"/> Yes
Name of Medical Centre/Practice: <input type="text"/>	Ambulance Cover Provider: <input type="text"/>
Address: <input type="text"/>	Local Hospital: <input type="text"/>
Phone: <input type="text"/>	Local Hospital phone number: <input type="text"/>
Mobile: <input type="text"/>	
Email: <input type="text"/>	
Fax: <input type="text"/>	
Special medical notes: <input type="text"/>	

11. Under Emergency Care Plan, select an option.

This can be included or attached, but only if it exists within the Sentral Health and Plans module. You can also add the plan retrospectively.

Emergency Care Plan

Select attached if you have uploaded a new plan or select include to choose from a current plan

None Include Attached

Emergency Care
Completed: No
Created: 25/09/███
Review Date: 28/01/███
[View](#)

12. Under PLP Plan, select an option.

This can be included or attached, but only if it exists within the Sentral Health and Plans module. You can also add the plan retrospectively.

PLP Plan

Select attached if you have uploaded a new plan or select include to choose from a current plan

None Include Attached

13. Under IEP Plan, select an option.

This can be included or attached, but only if it exists within the Sentral Health and Plans module. You can also add the plan retrospectively.

IEP Plan

Select attached if you have uploaded a new plan or select include to choose from a current plan

None Include Attached

14. Under Impact of Existing Plans, enter information about the health and wellbeing of the student.

15. Under Other documents, enter details for:

- ASCIA Action plan for Anaphylaxis
- Statement of the agreed responsibilities of different people involved in the student's report
- Authorisation for Doctor to provide health information to the school
- Other Documents (specify).

16. Complete plan resolution details.

Include a next review date if the plan is completed in case any aspect of the student's condition alters.

17. Select Save.

The screen refreshes with the Health Care Plan Overview.

18. Do any of the following:

- To edit the details, select Edit **Edit**. Update details and then save your changes.
- To print the plan, use the print options in the right pane.

Plan Printing

Print

- Print Student Information
Photo and Demographics
- Print Contact Information
Mother, Father, Contact Details, Additional Info
- Print Medical Information
Medical Conditions, Allergies
- Print Sidebar Information

- To add any attachments to this plan, select Attach File **Attach File** in the right pane. Follow the prompts to upload a file and attach it to the plan.

Upload File

Name:

Leave blank to use the file name as the name of this attachment

File: No file chosen

Upload Cancel


- To remove the Health Care Plan, select Remove **Remove**.

Students register

Use the information in this section to view a register for students with plans.

View register for students with plans

Use the information in this section to view a register for students with plans.

1. Select the Sentral menu icon () and then under Student Admin, select Health. The Health home screen displays.
2. Select Care Plans in the left menu and choose Student Register. The Care Plans Register displays.

Care Plans Register								
Emergency Care Plans		Health Care Plans		All Plans		Show Complete/Incomplete	Show Complete Plans	Show Incomplete Plans
Plan	Student	Year	Rollclass	Created Date	Review Date	Completed	Action -	
Health Care (Built In)	Tamela ALLAN	9	R005	16/06/2023	13/09/2023	✓ Yes	Action -	
Emergency Care (Built In)	Melvin ARGYLE	3	03M	06/06/2023	01/09/2023	✗ No	Action -	

3. Use the filters to refine the list of plans:
 - Emergency Care Plans
 - Health Care Plans
 - All Plans
 - Show Complete/Incomplete
 - Show Completed
 - Show Incomplete.
4. Do any of the following:
5. Select Action next to a plan and choose Edit or Remove.

Plan	Student	Year	Rollclass	Created Date	Review Date	Completed	Action -
Health Care (Built In)	Tamela ALLAN	9	R005	16/06/2023	13/09/2023	✓ Yes	Action -
Emergency Care (Built In)	Melvin ARGYLE	3	03M	06/06/2023	01/09/2023	✗ No	Action -

Essential information

Overview


This form provides essential information about supporting students who have health care needs at school. These students have medical conditions and/or disabilities which either places them at high risk of an emergency at school, or which require the co-ordinated involvement of a range of people at school.

This form supplies a baseline of information and should be supported with a verbal briefing about a child's condition by an informed member of staff. These forms can be printed for staff to include in their programme or class information folder.



Note: The information is drawn from Health Care Plans within Health. No results will be returned if you do not have a Health Care Plan for students.

Generate report

1. Select the Sentral menu icon () and then under Student Admin, select Health. The Health home screen displays.
2. Select Care Plans in the left menu and choose Essential Information. The Essential Information for Staff screen displays.

Essential Information for Staff


This form provides essential information about supporting students who have health care needs at school. These students have medical conditions and/or disabilities which either places them at high risk of an emergency at school, or which require the co-ordinated involvement of a range of people at school. This form supplies a baseline of information and should be supported with a verbal briefing about a child's condition by an informed member of staff. These forms can be printed for staff to include in their program or class information folder.


Note: This draws the information from Health Care Plans within Health. No results will be returned if you do not have a Health Care Plan for students.

Report On

Generate Report for the following: School Years

<input type="checkbox"/> N/A	<input type="checkbox"/> Kindergarten	<input type="checkbox"/> Year 1	<input type="checkbox"/> Year 2	<input type="checkbox"/> Year 3	<input type="checkbox"/> Year 4	<input type="checkbox"/> Year 5
<input type="checkbox"/> Year 6	<input type="checkbox"/> Year 7	<input type="checkbox"/> Year 8	<input type="checkbox"/> Year 9	<input type="checkbox"/> Year 10	<input type="checkbox"/> Year 11	<input type="checkbox"/> Year 12

3. Under Report on:
 - a. Select School Years, Roll Classes, or Classes from the dropdown list.
 - b. Use the checkboxes to select classes or years. Alternatively, choose Select All.
4. Select Print  to generate the report.

Student Details	Photo of student	Health Conditions	EmergencyResponses
Name Baccarini Filomena Class/Year n/a / Year 11 Age 19		Condition Severe Allergic Reaction to Nuts Triggers or Comments Contact with food containing nuts or traces of nuts List confirmed allergies All types of nuts will trigger an anaphylactic responses Prescribed Medications (location) null Contact person, position and location	Must use the epipen

Example of generated report

Sick Bay

Overview

Use the information in this section to create and manage Sick Bay of all students, monitor the Sick Bay register and communicate to parents if the situation escalates. As Sick Bay is an incursion, it will register this class absence on the roll class.

Sick Bay is visible in both Attendance and Health modules and is integrated – information flows between both modules. We recommend using the Health module as there are more features.



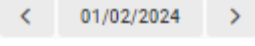
Tip: Sick Bay entries can be added outside of school hours.

View sick bay register

1. Select the Sentral menu icon (⋮) and then under Student Admin, select Health. The Health home screen displays.


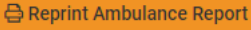

The screenshot shows the Health home screen. The left sidebar has a red notification badge next to 'Sick Bay Register'. The main content area has several cards: 'Medication Alerts' with sub-cards for 'Anaphylactic Students', 'Close to Expiry', 'Expired Items', and 'Low in Stock'; 'Emergency Care' with a 'Health Care' card; 'Sick Bay' with 'Current: 0' and 'Out: 0'; 'Medication' with 'Today's Total: 0', 'Administered Today: 0', and 'Not Administered Today: 0'; and 'Ambulance Register' with an 'Ambulance Report' card. On the right, there is a 'Recent Students' list with two entries: 'Student 11875' and 'Student 10038'.

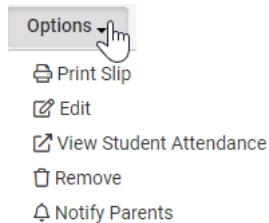
2. Do one of the following:
 - a. Select Sick Bay in the left menu and choose Sick Bay Register.
 - b. Select the Sick Bay link on the home screen.

The Sick Bay Register for [current day] screen displays. The register displays details for the current day if there is a sick bay entry.
 - c. Use the date picker  to display previous days.

The screenshot shows the 'Sick Bay Register for 01/02/2024' screen. At the top, there is a 'Print' button, a date picker showing '01/02/2024', and an 'Add Sick Bay Entry' button. Below this is a table with the following columns: Student, Year, Roll Class, Reason, Action Taken, Time In, Time Out, Checked In By, Last Updated By, Attendance, and Options. The table is currently empty, showing 'No Sick Bay records today'.

3. Do any of the following:

- a. Print – Select  Print to print a hard copy of the register.
- b. Print Ambulance Report – If an ambulance has been called, select  Reprint Ambulance Report next to the student's name and complete a report online to send with the ambulance team.
- c. SMS Parents – If SMS is configured via Setup Health, select  SMS Parents to send an SMS message from Sick Bay.
- d. Options menu – Select Options next to a student's name and choose an action related to the sick bay entry.



— **Print Slip**

Used to print a slip if the student needs to return to class and notify the class teacher.

— **Edit**

Used to update or modify the sick bay entry.

— **View Student Attendance**

Links to the student Attendance profile screen.

— **Remove**


Used to remove the actual sick bay entry.

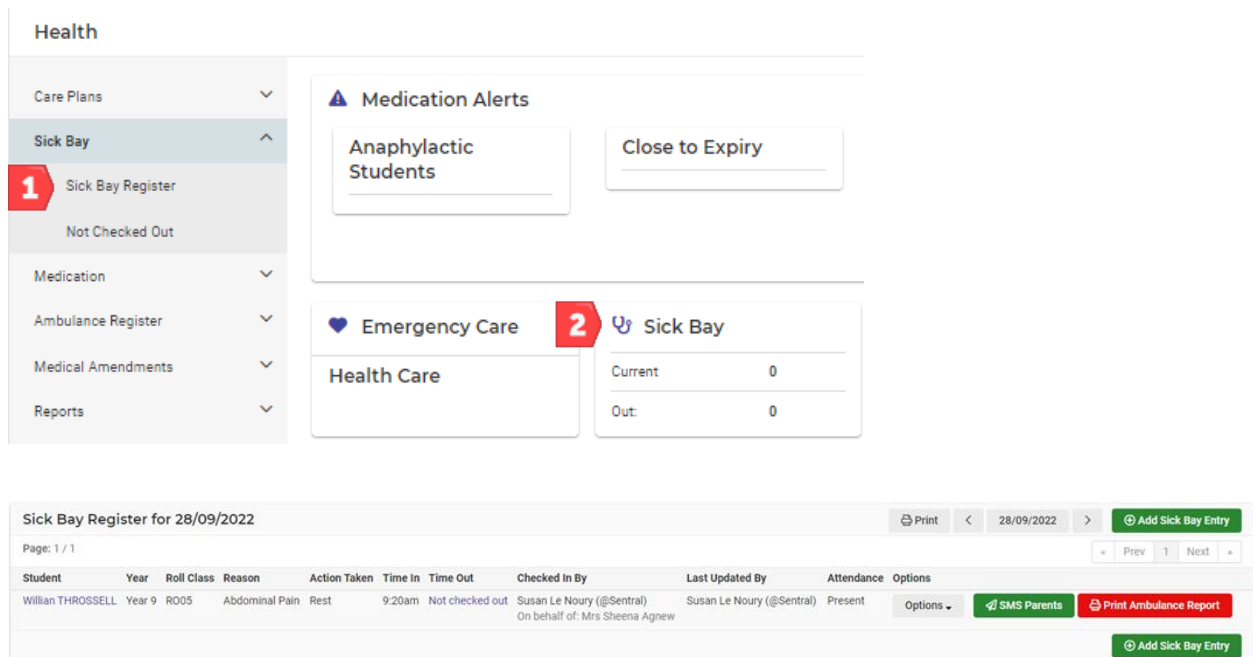
— **Notify Parents**

Used to notify a parent as soon as the entry is made. However, a student's health may decline, or a parent pick-up may be required, so a notification can be sent after the sick bay entry is made. From here, the parent is notified by a Portal news feed. There are more options when the actual sick bay entry is first created.

Add a sick bay entry

Use the information in this section to add a sick bay Entry by going to Sick Bay Register or clicking on the Sick Bay icon.

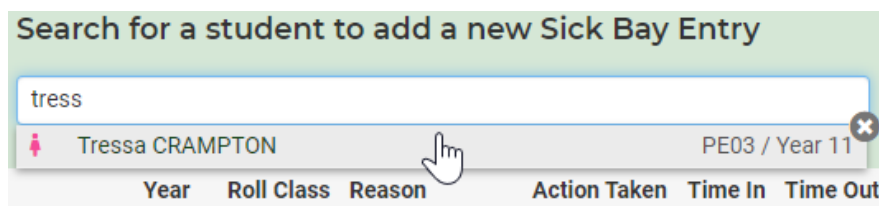
1. Select the Sentral menu icon () and then under Student Admin, select Health. The Health home screen displays.
2. Select Sick Bay in the left menu and choose Sick Bay Register. Alternatively, select the Sick Bay link on the home screen. The Sick Bay Register for the current day displays.



The screenshot shows the 'Health' dashboard. On the left, a sidebar menu has 'Sick Bay Register' highlighted with a red '1'. The main content area shows 'Medication Alerts' with 'Anaphylactic Students' and 'Close to Expiry' buttons. Below that, 'Emergency Care' and 'Sick Bay' are visible, with 'Sick Bay' having a red '2' and showing 'Current: 0' and 'Out: 0'. Below the dashboard is the 'Sick Bay Register for 28/09/2022' table.

Student	Year	Roll Class	Reason	Action Taken	Time In	Time Out	Checked In By	Last Updated By	Attendance	Options
Willian THROSSELL	Year 9	RO05	Abdominal Pain	Rest	9:20am	Not checked out	Susan Le Noury (@Sentral) On behalf of: Mrs Sheena Agnew	Susan Le Noury (@Sentral)	Present	Options - SMS Parents Print Ambulance Report

3. Select Add Sick Bay Entry.
4. Search for a student and select from the options displayed.



The screenshot shows a search interface titled 'Search for a student to add a new Sick Bay Entry'. A search box contains the text 'tress'. Below the search box, a dropdown menu shows a search result for 'Tressa CRAMPTON' with a hand cursor pointing to it. The result also shows 'PE03 / Year 11'. Below the dropdown, a table header is visible with columns: Year, Roll Class, Reason, Action Taken, Time In, Time Out.

The New Sick Bay Entry screen displays.

This screen displays the Student Details including any current critical information related to a health or medical condition and Carer Details. You can find Extra Contact information under the student photo (View Contacts & Other Detail).

New Sick Bay Entry Save Save & Print Slip Cancel

Critical Information Summary for Student 10038

There is no additional medical information for Student

Carer Contact Details

- 1. Student 10038
Other
- 2. 7414, Mrs Contact 1234567890
Parent
- 3. 7415, Mr Contact 1234567890
Parent
- 4. 7417, Contact 1234567890
Aunt/Uncle
- 5. 10037, Mrs Contact 1234567890
Not Provided

Sick Bay Details

Check In

Checked In By: Elizabeth Garment (@Sentral)

Treated By: Select an Option

Date: 01/02/2024

Check In Time: 10:26am

Reason: Choose a value...

Location: No items available.
Setup 'Location' list in Setup -> Sick Bay Details

Action Taken: Choose a value...

Action Authorized By: No items available.
Setup 'Action Authorized By' list in Setup -> Sick Bay Details

Other Notes:

Check Out: Yes No

Notification Options

Parents Notified: Yes No

Save Save & Print Slip Cancel

Example of student's critical information screen

Critical Information Summary for Zetta SHERRARD

⚠ Medication Conditions: Xerophthalmia

Carer Contact Details

- 1. Mrs Santana Sherrard 02 9371 4747
Mother 02 9538 2635
- 2. Mr Giuseppe Sherrard 02 9371 4747
Father 02 9074 1328

Show All

Example of student with critical information about an illness

5. Enter sick bay details.
6. Select a notification option – whether to notify parents at this stage.

Notification Options

Parents Notified: Yes No

Notified by: Choose a value...

- Choose a value...
- Phone
- SMS**
- Slip Print
- Portal
- Push Notification

If you decide to notify parents, then also select one of more options to record the method of communication:

- Phone
- SMS

Select SMS Parents SMS Parents next to a student's name. Enter details and select Send.

Send SMS X

To: There are no valid contacts

Subject:
The subject will not be sent with the message, but will be used to reference it in the future.

Message:

Length: 163

* If the SMS message exceeds 160 characters then the SMS message will be broken up into 153 character parts, each 153 character part will be counted as a new SMS message up to a maximum of 1071 characters.
 ** SMS message length count is an approximation, merge fields may cause the length to vary.

- Slip Print
- Portal
- Push Notification

This does not send the notification. It is simply a register of actions taken to communicate to parents.

5. Select Save or Save & Print Slip.

The Sick Bay Register is updated to show the new entry.

Sick Bay Register for 28/09/2020 Print < 28/09/2020 > Add Sick Bay Entry

Page: 1 / 1 Prev 1 Next

Student	Year	Roll Class	Reason	Action Taken	Time In	Time Out	Checked In By	Last Updated By	Attendance	Options
Zetta SHERRARD	Year 2	02R	Bee Sting	Ice pack applied	10:00am	Not checked out	Susan Le Noury (@Sentral) <small>On behalf of: Mrs Tiffanie Aherm</small>	Susan Le Noury (@Sentral)	Present	Options <input type="button" value="SMS Parents"/> <input type="button" value="Print Ambulance Report"/>

7. Select Print Ambulance Report next to the student's name in the register.

The Print Ambulance Report screen displays.

Print Ambulance Report X

The information here is not mandatory and can be completed at a later time from the Ambulance Register.

Ambulance Arrival Date:

Ambulance Arrival:

Ambulance Officers:

Ambulance Code:

Hospital:

Incident Report and First Aid treatment provided:

- a. Enter details.
- b. Select Print.



Sentral Public School

AMBULANCE REPORT

Ph: 02 2000 2000

School Contact Details

School Name: Sentral Public School **Contact Person:**
School Phone: 02 2000 2000 **School Principal:** Mr Adolphus Spriggs
School Mobile: **Principals Mobile:**

Zetta SHERRARD - AMBULANCE REPORT



Student ID: 14056 **Gender:** Female
Date of Birth: 14/05/2009 **Age:** 11
Year: 2 **Class:** 02R
Country of Birth: Australia **Religion:** Anglican
Home Language: English **Medicare No:**
ATSI: **Medical Conditions:** Xerophthalmia
Allergies:
Home Address
Mr & Mrs G Sherrard
Afterlee Rd
KYOGLÉ NSW 2474

Contacts in order of Priority

Name	Phones & Email
1. Mrs Santana Sherrard <i>Mother</i>	02 9371 4747 02 9538 2635 her001@sentral.nsw.edu.au
2. Mr Giuseppe Sherrard <i>Father</i>	02 9371 4747 02 9074 1328 her001@sentral.nsw.edu.au

Ambulance Details

Departure Date: 28/09/2020
Departure Time: 10:11 AM
Ambulance Officers: Fred, Sarah
Ambulance Code: 1234
Hospital: Hornsby Hospital
Printed From: Sick Bay

Incident Report and First Aid Treatment provided

Reason: Bee Sting
Action Taken: Ice pack applied
Removed sting and applied ice pack

Sample ambulance report

Check out students from sick bay – prior to today

Use the information in this section to view the list of students currently in Sick Bay that may need to be checked out individually.

1. Select the Sentral menu icon (⋮) and then under Student Admin, select Health.
The Health home screen displays.
2. Select Sick Bay in the left menu and choose Not Checked Out.
The Currently in Sick Bay screen displays.

Currently in Sick Bay											Add Sick Bay Entry	Check out Students Prior to Today
Student	Year	Roll Class	Reason	Action Taken	Time In	Time Out	Checked in By	Last Updated By	Attendance	Options		
Sarah CHARTRES	Year 12	12B			12:34pm 27/08/2020	Not checked out	Nik Geo	Nik Geo	Present	Options		
Dakota AGNEW	Year 10	10H			1:06pm 26/08/2020	Not checked out	Nik Geo	Nik Geo	Present	Options		
Charlie CALDER	Year 11	11D			1:07pm 26/08/2020	Not checked out	Nik Geo	Nik Geo	Present	Options		
Jasmine HACK	Year 8	8T	Insect Bite	Emergency Service	2:08pm 24/08/2020	Not checked out	Ewan Ly On behalf of: Mr Lachlan Ashby	Ewan Ly	Present	Options Reprint Ambulance Report		
Jason LEAHY	Year 12	12M	Hand injuries	Bandaging	1:49pm 21/08/2020	Not checked out	Ewan Ly	Ewan Ly	Present	Options Reprint Ambulance Report		
Harrison LEAHY	Year 9	9CA	Headache	Drink of Water	2:06pm 21/08/2020	Not checked out	Ewan Ly On behalf of: Mr Sean Bannister	Ewan Ly	Present	Options		

3. Select Check Out Students Prior to Today [Check out Students Prior to Today](#)

Confirm Bulk Checkout ✕

All students that were not admitted today will be checked out.

[Confirm](#) [Cancel](#)

4. Select Confirm.

11 Students have been checked out successfully.

Currently in Sick Bay											Add Sick Bay Entry	Check out Students Prior to Today
Student	Year	Roll Class	Reason	Action Taken	Time In	Time Out	Checked in By	Last Updated By	Attendance	Options		
Zetta SHERRARD	Year 2	02R	Bee Sting	Ice pack applied	10:00am	Not checked out	Susan Le Noury (@Sentral) On behalf of: Mrs Tiffanie Ahern	Susan Le Noury (@Sentral)	Present	Options SMS Parents Print Ambulance Report		

Medication

Overview

Use the information in this section to manage and monitor scheduled and adhoc medication administration for students.



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.

View scheduled medication

1. Select the Sentral menu icon (⋮) and then under Student Admin, select Health. The Health home screen displays.

The screenshot shows the Sentral Health interface. The left-hand navigation menu is expanded to 'Medication', where 'Scheduled Medication' is selected, indicated by a red '1'. The main dashboard area features a 'Medication Alerts' section with four buttons: 'Anaphylactic Students', 'Close to Expiry', 'Expired Items', and 'Low in Stock'. Below this are four summary cards: 'Emergency Care', 'Sick Bay', 'Medication', and 'Ambulance Register'. The 'Medication' card is highlighted with a red '2' and displays the following data: 'Today's Total: 0', 'Administered Today: 0', and 'Not Administered Today: 0'. The right-hand sidebar shows 'Recent Students' with two entries: 'Student 11875' and 'Student 10038', each with a profile picture and a 'View Details' link.

2. Select Medication in the left menu and choose Scheduled Medication. Alternatively, select the Medication link on the home screen. The schedule for the current day displays.

Schedule for Thursday, 1 February 2024

01/02/2024

Prev 1 Next

Name	Rollclass	Attendance	Medication	Action
Stefani FOSBROOK	04C	✓ Present	<input type="checkbox"/> Ritalin LA Dosage: 20 20mg Administered At: Not Yet Administered	Administer Medication
Gaston CORY	03M	✓ Present	<input type="checkbox"/> Ritalin Dosage: 1 10mg Administered At: Not Yet Administered	Administer Medication
Mabel ANGELA	R001	✓ Present	<input type="checkbox"/> Paracetamol Dosage: 1 Tablet/Capsule Administered At: Not Yet Administered	Administer Medication
Melvin ARGYLE	03M	✓ Present	<input checked="" type="checkbox"/> Panadol Dosage: 1 1 tablet Administered At: 3:07 PM Between 10:43 AM AND 10:43 AM	Administer Medication
Alex ACKMAN	EXT	✓ Present	<input type="checkbox"/> Ritalin Dosage: 10 10mg Administered At: Not Yet Administered	Administer Medication

Already Administered

- Melvin ARGYLE (Panadol)
- Alex HOCHAIMI (Humira)

3. Do any of the following:

- To adjust the display, use the icons to switch between list view or icon view.
- To change the date, use the calendar picker .

4. View any medication already administered in the right pane.

5. View the information next to each student to determine if the student is present at school, their roll class and their scheduled medication.

Any student who is late for their scheduled medication is shown highlighted in pink as a warning.

Administer scheduled medication

1. First, view scheduled medication.

See [View scheduled medication](#)

2. Select Administer Medication [Administer Medication](#).

The Medication Schedule for the student displays.

This screen displays the medication that is supposed to be administered today. An overdue notice displays if the time has been missed.

Monday, 28 September 2020 Medication Schedule for Chang BARR

These medications are supposed to be administered today.

Medication	Details	Administration	Action
Insulin Expiry: 25/02/2017	Stored: With Student Route: Injected Start Administering: 16/11/2016 End: When notified	Dosage: 1 5ml 08:15:00 - 08:15:00 Show Complete Schedule	Action

Special Medication Record for Chang BARR

Chang has no special medication records.

Regular Medications NOT scheduled for Monday, 28 September 2020 for Chang BARR

Chang has no special medications scheduled for other days.

Unscheduled Medication Administrations

Medications that are not assigned to this student, may be administered during an emergency.

Medication Name: [Administer Selected Medication](#)

3. Select Action and choose an option from the list.

[Action](#)

- Administer this Record
- View All Medications
- View Administration History

4. If you selected, Administer this Record:

- a. Complete details to administer the student's scheduled medication and then select Save.

Administering Insulin for: Chang BARR

Medication Administered	Yes	No
Correct Student	Yes	No
Correct Medication	Yes	No

Date: Monday, 28 September 2020

Time: 10:30am

Action Authorised By: Test

Additional Comments:

Save Confirm Student is Absent Close

- b. If the student is absent, select Confirm Student is Absent button **Confirm Student is Absent** and then select Confirm **Confirm**.

Medication Administered	Yes	No
Correct Student	Yes	No
Correct Medication	Yes	No

Date: Monday, 28 September 2020

Time: 10:35am

Action Authorised By: Mrs Willia Andersen

Additional Comments: Stefani is absent from school today.

Save **Confirm Student is Absent** Close

5. If you selected View all Medications:
The student's Medication Register displays.

Medications for Stefani FOSBROOK + Add New Record

Once student medications are created, you may attach documents to them. These documents can be viewed, downloaded or deleted in Documentation

Medication	Administration	Details	
Ritalin LA Expiry: 30/11/2016	Monday: Between 8:30 AM AND 9:00 AM Tuesday: Between 8:30 AM AND 9:00 AM Wednesday: Between 8:30 AM AND 9:00 AM Thursday: Between 8:30 AM AND 9:00 AM Friday: Between 8:30 AM AND 9:00 AM	Stored: School Clinic Route: Oral - Tablet/Capsule Strength: 20mg Dosage: 20mg Administer: 20 dose/s Start: 24/05/2016 End: When notified	Edit Delete Add File/s
Paracetamol Expiry: 27/08/2016	Administer when needed	Stored: Teachers Desk Route: Oral - Tablet/Capsule Strength: Adult Strength Dosage: Tablet/Capsule Administer: 1 dose/s	Edit Delete Add File/s

- a. To edit the Medication Details, select Edit **Edit**.
- b. To add files, select Add Files **Add File/s**.
You can view, download, or delete these documents in Documentation within the Student Health screen.

6. If you selected View Administration History, records for medication administered display.

Date Administered	Time Administered	Administered By	Comments
20/02/2020	12:14pm	Test	
06/04/2020	7:53pm	Test	
22/06/2020	4:22pm	Dorothy Lee	Melvin Refused to take medication today.

Close

— **Special Medication Record**

Displays medication not administered at a predefined date and time and only administered when needed.

Special Medication Record for Melvin ARGYLE

These medications do not have predefined administration days/times, and are only administered when needed.

Medication	Details	Administration	
Paracetamol Expiry: 28/05/2020	Stored: Sick Bay End: 28/05/2020	Dosage: 2 Tablet/Capsule	Actions -

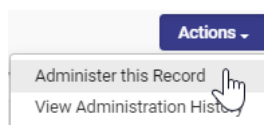
— **Regular Medications Not scheduled for Today**

Some students may take a series of medications that are not daily but are scheduled. This provides an overview of those.

— **Unscheduled Medication Administration**


This can apply to any student and relates to medications that are not assigned to this student; which may be administered during an emergency.

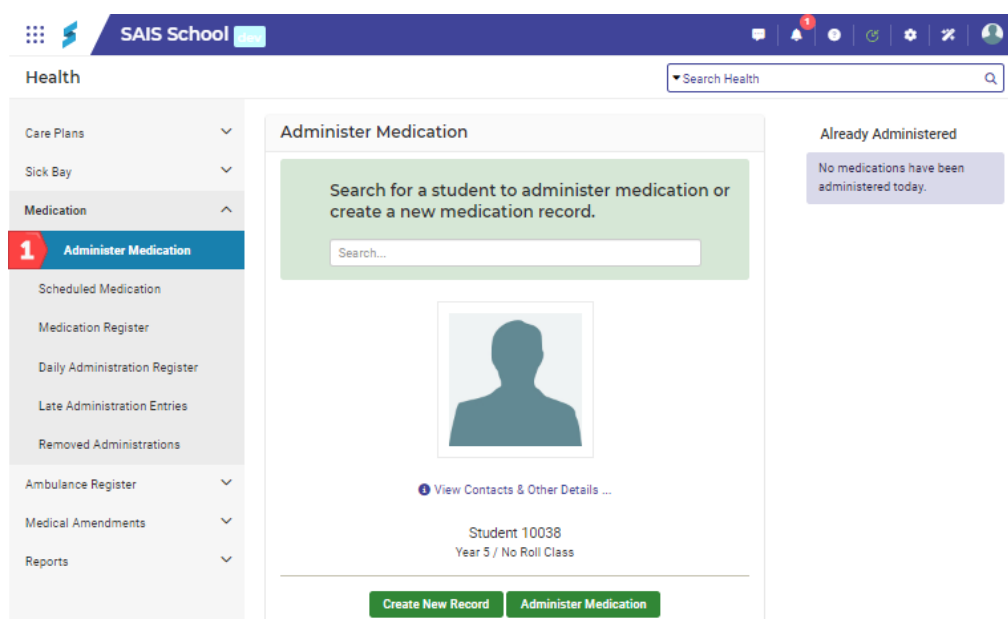
7. To administer medication, select Actions next to the medication and choose Administer this record. Enter details and then select Save.



Administer EpiPen medication


Use the information in this section to administer medication as above but also create a new medication record if appropriate.

1. Select the Sentral menu icon () and then under Student Admin, select Health. The Health home screen displays.
2. Select Medication in the left menu and choose Administer Medication.



3. Search for and select a student.
4. Select Administer Medication. The student's medication schedule for the current day displays.

Health ▼ Search Health 🔍



View Contacts & Other Details

Student 10038
Year 5 / No Roll Class
No Level

Enrol Date: 01/01/2023
External ID: SA003232

Student 10038

- Student Medical Records
- Emergency Care Plans
- Health Care Plans
- Medication
 - Current Medications

Daily Administration

Thursday, 1 February 2024 Medication Schedule for Student 10038

Student has no medications due today.

Special Medication Record for Student 10038

Student has no special medication records.

Regular Medications NOT scheduled for Thursday, 1 February 2024 for Student 10038

Student has no special medications scheduled for other days.

Unscheduled Medication Administrations

Medications that are not assigned to this student; may be administered during an emergency.

Medication Name | Paracetamol

Administer Selected Medication

5. Under **Unscheduled Medication Administrations**:
 - a. Select either **EpiPen Junior** or **EpiPen Standard**.
 - b. Select **Administer Selected Medication** Administer Selected Medication.

Additional fields display.

Unscheduled Medication Administrations

Medications that are not assigned to this student; may be administered during an emergency.

Medication Name | EpiPen Junior

Administer Selected Medication

Emergency administration of EpiPen Junior

Medication Administered	<input type="radio"/> Yes <input checked="" type="radio"/> No	Date: Thursday, 1 February 2024
Correct Student	<input type="radio"/> Yes <input checked="" type="radio"/> No	Time: 4:55pm
Correct Medication	<input type="radio"/> Yes <input checked="" type="radio"/> No	EpiPen Junior Administered: EpiPen Junior
Correct Dose	<input type="radio"/> Yes <input checked="" type="radio"/> No	Administered via: Administered with supervision
Correct Route	<input type="radio"/> Yes <input checked="" type="radio"/> No	Administered by: Staff
Administered on Time	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Additional Comments: <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>		
<div style="display: flex; justify-content: flex-end; gap: 10px;"> Save Close </div>		

EpiPen Junior example

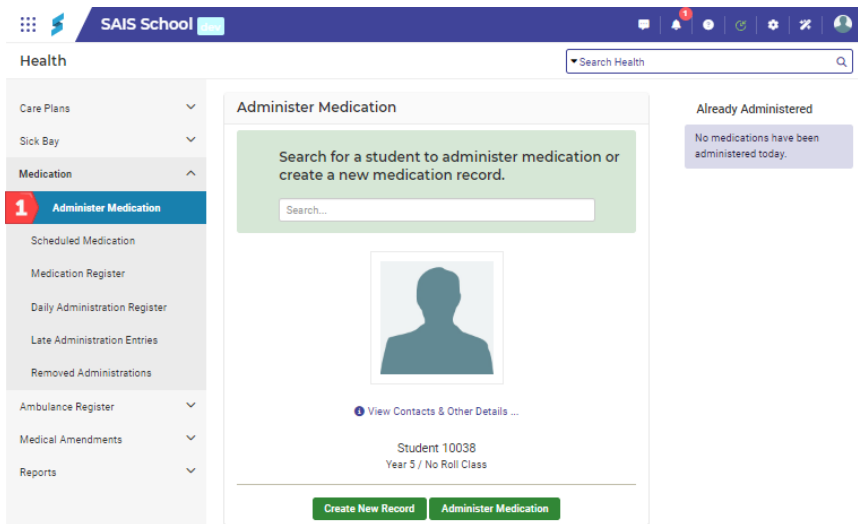
6. Record details for the administered medication.
 - a. Select Yes or No for the following fields:
 - b. Medication Administered
 - Correct Student
 - Correct Medication
 - Correct Dose
 - Correct Route
 - Administered on Time

If you selected No, then also select a reason.
 - c. Date – defaults to current day

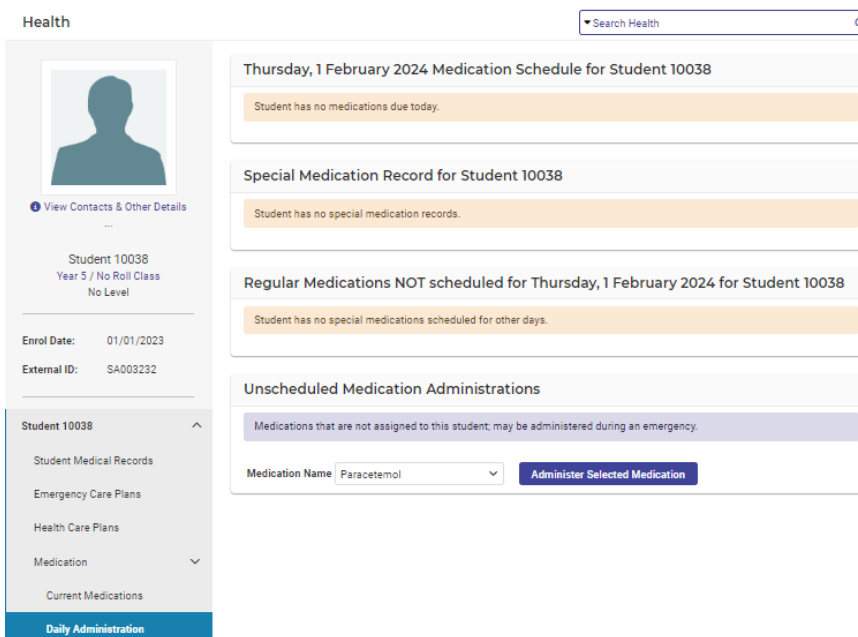
- d. Time – defaults to current time
 - e. Administered via – select an option.
 - f. Administered by
If you selected Staff or Student, then select from the list. If you selected Other, then enter details in the text box.
 - g. Additional Comments.
7. Select Save.

Administer asthma inhaler medication

1. Select the Sentral menu icon (☰) and then under Student Admin, select Health. The Health home screen displays.
2. Select Medication in the left menu and choose Administer Medication.



3. Search for and select a student.
4. Select Administer Medication. The student's medication schedule for the current day displays.



5. Under Unscheduled Medication Administrations:

a. Select Asthma Inhalers.

b. Select Administer Selected Medication **Administer Selected Medication**.
Additional fields display.

Unscheduled Medication Administrations

Medications that are not assigned to this student; may be administered during an emergency.

Medication Name: Asthma Inhalers **Administer Selected Medication**

Emergency administration of Asthma Inhalers

Medication Administered Yes No

Correct Student Yes No

Correct Medication Yes No

Correct Dose Yes No

Correct Route Yes No

Administered on Time Yes No

Date: Thursday, 1 February 2024

Time: 4:48pm

Asthma Inhalers Administered: Item ID: #1 Ref No: 29875054

Puffs Administered: Uses left: 100

Administered via: Administered with supervision

Administered by: Staff

Additional Comments:

Save **Close**

6. Record details for the administered medication.

a. Select Yes or No for the following fields:

- Medication Administered
- Correct Student
- Correct Medication
- Correct Dose
- Correct Route
- Administered on Time.

If you selected No, then also select a reason.

b. Date – defaults to current day.

c. Time – defaults to current time.

d. Administered via – select an option.

e. Administered by

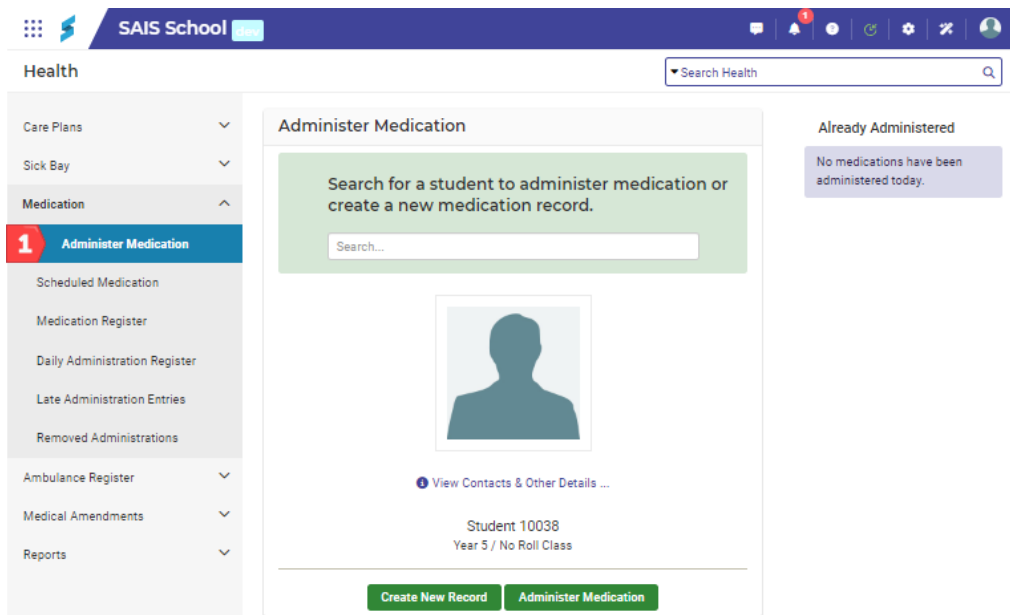
If you selected Staff or Student, then select from the list. If you selected Other, then enter details in the text box.

f. Additional Comments.

7. Select Save.


Add New Record

1. Select the Sentral menu icon (⋮) and then under Student Admin, select Health. The Health home screen displays.
2. Select Medication in the left menu and choose Administer Medication.

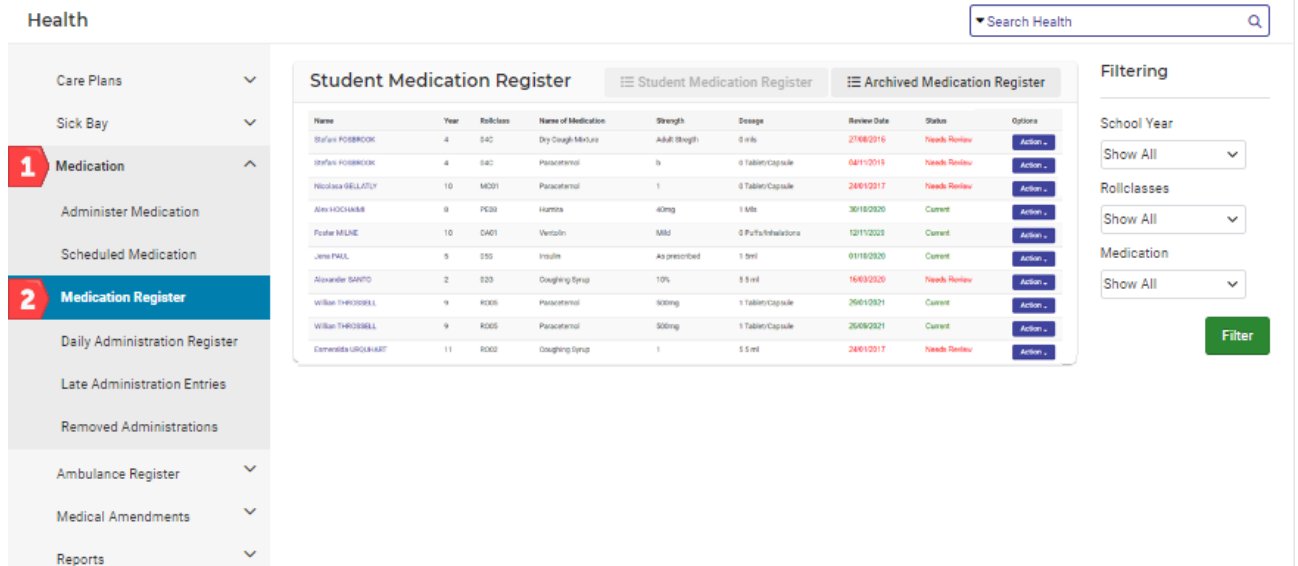


3. Search for and select a student.
4. You can also use the search option on the top right of the Health home screen.
5. Select Create New Record. The student's medication schedule for the current day displays.
6. Enter details for the new record. If the medication you are looking for does not exist in the Medication Name list, you will need to create a new medication in Health Setup.
7. Select Save.

View medication register

1. Select the Sentral menu icon () and then under Student Admin, select Health. The Health home screen displays.
2. Select Medication in the left menu and choose Medication Register. The Student Medication Register displays.

From here, you can administer medications and filter the list. Any medication that is past its review date will have red text and will have the statement Needs Review in the Status column.



Health ▼ Search Health

1 Medication

- Care Plans
- Sick Bay
- 1 Medication**
- Administer Medication
- Scheduled Medication
- 2 Medication Register**
- Daily Administration Register
- Late Administration Entries
- Removed Administrations
- Ambulance Register
- Medical Amendments
- Reports

Student Medication Register Student Medication Register Archived Medication Register

Name	Year	Rollclass	Name of Medication	Strength	Dosage	Review Date	Status	Options
Stefan FOSSBERG	4	D4C	Dry Cough Mixture	Adult Strength	0 mL	27/08/2016	Needs Review	Action
Stefan FOSSBERG	4	D4C	Paracetamol	lb	0 Tablet/Capsule	04/11/2015	Needs Review	Action
Nicolas GELLETLY	10	MD01	Paracetamol	1	0 Tablet/Capsule	24/01/2017	Needs Review	Action
Alex HOCHANNE	9	PC09	Humors	40mg	1 mL	30/10/2020	Current	Action
Pauline MILNE	10	D4G1	Ventolin	MMD	0 Puffa/Inhalation	12/11/2023	Current	Action
Jeni PAUL	5	S50	Insulin	As prescribed	1 Shot	01/10/2020	Current	Action
Alexander SANTO	2	S23	Coughing Syrup	10%	5.5 mL	16/03/2025	Needs Review	Action
William THROSBELL	9	R005	Paracetamol	500mg	1 Tablet/Capsule	25/01/2021	Current	Action
William THROSBELL	9	R005	Paracetamol	500mg	1 Tablet/Capsule	25/09/2021	Current	Action
Emmalinda URSCHLERT	11	R002	Coughing Syrup	1	5.5 mL	24/01/2017	Needs Review	Action

Filtering

School Year: Show All

Rollclasses: Show All


Medication: Show All

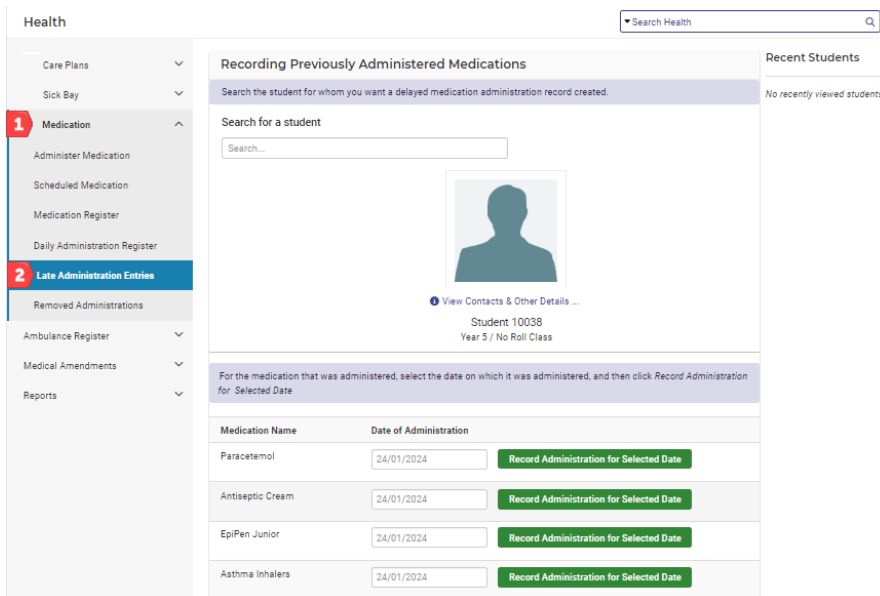
Filter

3. Do any of the following:
 - a. To switch between current and archived registers, use the buttons Student Medication Register Archived Medication Register
 - b. To Archive medications for a student:
 - c. Select Action next to the student's name and choose Archive. Select Confirm.
 - d. To edit medications for a student:
 - i. Select Action next to the student's name and choose Edit.
 - ii. In Medications for [student], select Edit. Additional fields display.
 - iii. Update details and select Save.


Manage late administration entries

Use the information in this section to manage entries for students who have had delayed administrations of their medication.

1. Select the Sentral menu icon () and then under Student Admin, select Health. The Health home screen displays.
2. Select Medication in the left menu and choose Late Administration Entries. The Recording Previously Administered Medications screen displays.

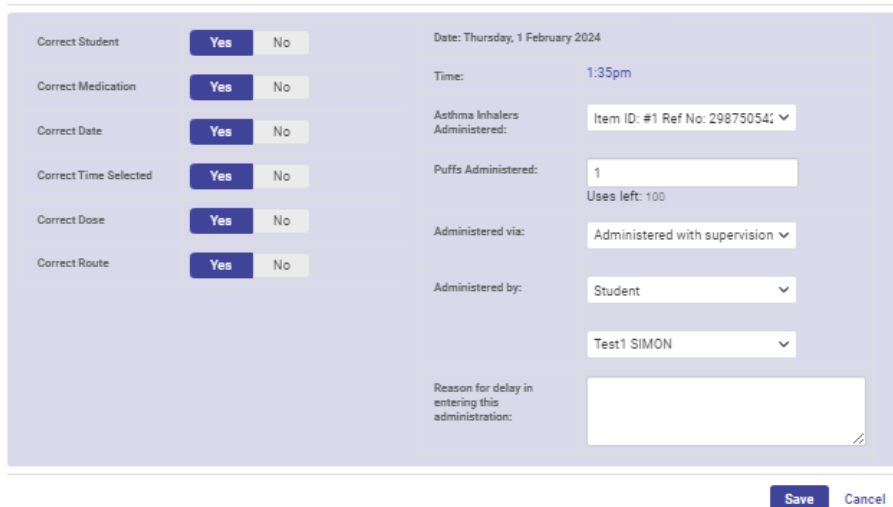


The screenshot shows the 'Recording Previously Administered Medications' interface. On the left is a navigation menu with 'Medication' and 'Late Administration Entries' highlighted. The main area has a search bar and a student profile for 'Student 10038, Year 5 / No Roll Class'. Below this is a table with columns for 'Medication Name' and 'Date of Administration'. The table lists Paracetamol, Antiseptic Cream, EpiPen Junior, and Asthma Inhalers, each with a date of 24/01/2024 and a green 'Record Administration for Selected Date' button.

3. Search the student for whom you want a delayed medication administration record created.
4. For the medication that was administered:
 - a. Select the date on which it was administered.
 - b. Select Record Administration for Selected Date  .The Delayed Administration screen for the selected medication displays.

Delayed Administration for

Details of Asthma Inhalers Medication Administration for Student 10038 on Thursday, 1 February 2024



The screenshot shows the 'Delayed Administration for' form. It has a light blue background and contains several sections. On the left, there are six rows of 'Correct' fields with 'Yes' and 'No' radio buttons: Correct Student, Correct Medication, Correct Date, Correct Time Selected, Correct Dose, and Correct Route. On the right, there are fields for Date (Thursday, 1 February 2024), Time (1:35pm), Asthma Inhalers Administered (Item ID: #1 Ref No: 29875054), Puffs Administered (1), Uses left (100), Administered via (Administered with supervision), Administered by (Student), and a dropdown for the student name (Test1 SIMON). At the bottom, there is a text area for 'Reason for delay in entering this administration:' and 'Save' and 'Cancel' buttons.

5. Record details about the administration delays, and then select Save.

View removed administration entries

1. Select the Sentral menu icon (⋮) and then under Student Admin, select Health. The Health home screen displays.
2. Select Medication in the left menu and choose Removed Administrations. The Deleted Medication Administrations screen displays.
3. View information about deleted administration records.

Ambulance register

Overview

Use the information in this section to create and manage ambulance reports related to an incident at school.

View ambulance register

1. Select the Sentral menu icon (⋮) and then under Student Admin, select Health. The Health home screen displays.


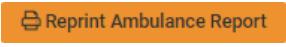

The screenshot shows the Health dashboard interface. On the left, a navigation menu has 'Ambulance Register' selected, marked with a red '1'. The main dashboard area features several widgets: 'Medication Alerts' with buttons for 'Anaphylactic Students', 'Close to Expiry', 'Expired Items', and 'Low in Stock'; 'Emergency Care' with 'Health Care'; 'Sick Bay' with 'Current' and 'Out' counts; 'Medication' with 'Today's Total', 'Administered Today', and 'Not Administered Today' counts; and 'Ambulance Register' with an 'Ambulance Report' button, marked with a red '2'. A 'Recent Students' sidebar is visible on the right.

2. Select Ambulance Register in the left menu and choose Ambulance register. The Ambulance Report Register displays.

The screenshot shows the 'Ambulance Report Register' page. At the top, there is a search bar and a 'Filter' button. Below the search bar, a green banner prompts the user to 'Select a student to print a new Ambulance Report'. The main content is a table with the following data:

Student	Created From	Ambulance Arrival Time	Sick Bay	Complete	
Alex HOCHAIMI Date Created: 08/09/2023 10:53 Created By: Cade Wilde (@Sentral)	Sick Bay	08/09/2023 10:53am	View Sick Bay Record	✗	✗ Remove Reprint Ambulance Report Edit
Kendrick BLADEN Date Created: 04/09/2023 11:42 Created By: Cade Wilde (@Sentral)	Sick Bay	04/09/2023 11:41am	View Sick Bay Record	✓	✗ Remove Reprint Ambulance Report Edit
Susannah CUTTS Date Created: 24/08/2023 11:19 Created By: Susan Le Noury (@Sentral)	Sick Bay	24/08/2023 11:19am	View Sick Bay Record	✓	✗ Remove Reprint Ambulance Report Edit

3. Search for a student.
4. Do any of the following:



- a. To remove an ambulance report, select Remove  next to the student's name. Select Confirm.
- b. To reprint a report:
 - i. Select Reprint Ambulance Report  next to a student's name. A summary of the ambulance report displays in read only mode.
 - ii. Select Print .

Print Ambulance Report x

▲ Melvin ARGYLE has medications at school.

The information here is not mandatory and can be completed at a later time from the Ambulance Register.

Ambulance Arrival Date:	10/01/2024
Ambulance Arrival:	2:33pm
Ambulance Officers	Ted Fred
Ambulance Code	12345
Hospital:	Bankstown
Incident Report and First Aid treatment provided:	Reason: Ankle, Back injury Action Taken: Bandage, Ice pack applied





 



- c. To edit an entry:
 - i. Select Edit next to a student's name. The Print Ambulance Report screen displays in edit mode.
 - ii. Update details and select Save.

Print Ambulance Report

▲ Melvin ARGYLE has medications at school.

The information here is not mandatory and can be completed at a later time from the Ambulance Register.

Ambulance Arrival Date:	10/01/2024
Ambulance Arrival:	2:33pm 
Ambulance Officers	<input type="text" value="Ted"/>  <input type="text" value="Fred"/>  <input type="button" value="+ Add Another"/>
Ambulance Code	<input type="text" value="12345"/>
Hospital:	<input type="text" value="Bankstown"/>  <input type="button" value="+ Add new hospital"/>
Incident Report and First Aid treatment provided:	<input type="text" value="Reason: Ankle, Back injury Action Taken: Bandage, Ice pack applied"/>

Medical amendments

Overview

Use the information in this section to manage medical amendment changes from the Portal and run required reports.

Parents need to keep the school informed of any medical condition or medication changes.

The Portal is a great way to do this unless there is a requirement to have this in writing or signed by the parent. There are three sections that relate to workflow.

- **Pending Requests**


Inbound Portal request related to medical amendments. This is where staff review the request and approve or reject. The information needs to then be entered into the student records to update current information.

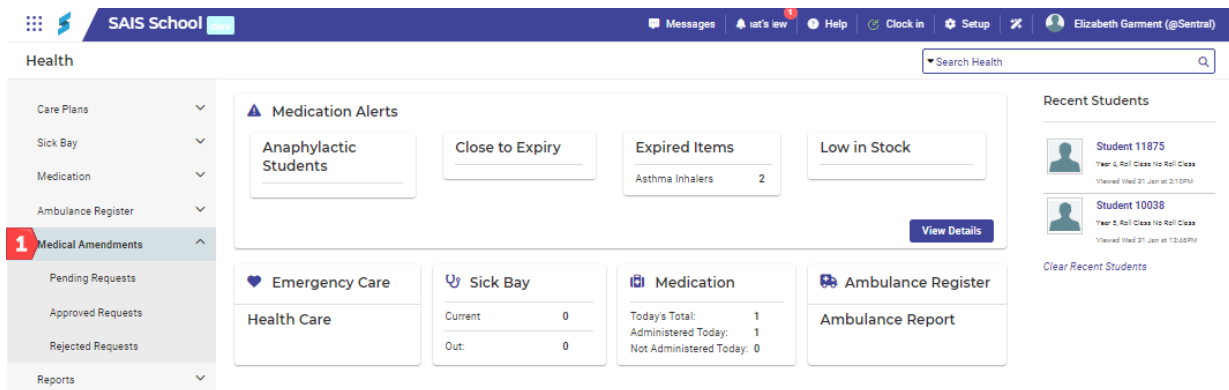
- **Approved Request**

- Staff have reviewed the request, possibly discussed with a parent, and followed school processes to approve.

- **Rejected Requests**

Staff have reviewed the changes and rejected the request based on lack of information or ambiguity around the information entered.

1. Select the Sentral menu icon () and then under Student Admin, select Health. The Health home screen displays.



2. Select Medical Amendments in the left menu and choose one of the following options:

- Pending Requests
- Approved Requests
- Rejected Request.

The Amendment screen displays.

Approved Medical Amendment Requests								
Filter: <input type="text"/>								
Student	Changed conditions	Changed medication	Changed doctors	Changed disabilities	Changed vaccinations	Original Request Date	Approved Date	Options
Emory TOM	Epilepsy - add	Unnamed - add	Sentral Doctor - add	None	None	06/03/2023	28/09/2023	View Details
Bret TRITTON	Asthma - add	Unnamed - add	Unnamed - add	None	None	30/05/2023	28/09/2023	View Details
Joanna MORPHETT	None	Unnamed - add	MAZHAR SHABEENA - add	None	None	31/01/2023	28/09/2023	View Details

3. Select View Details [View Details](#).

Reports


Overview

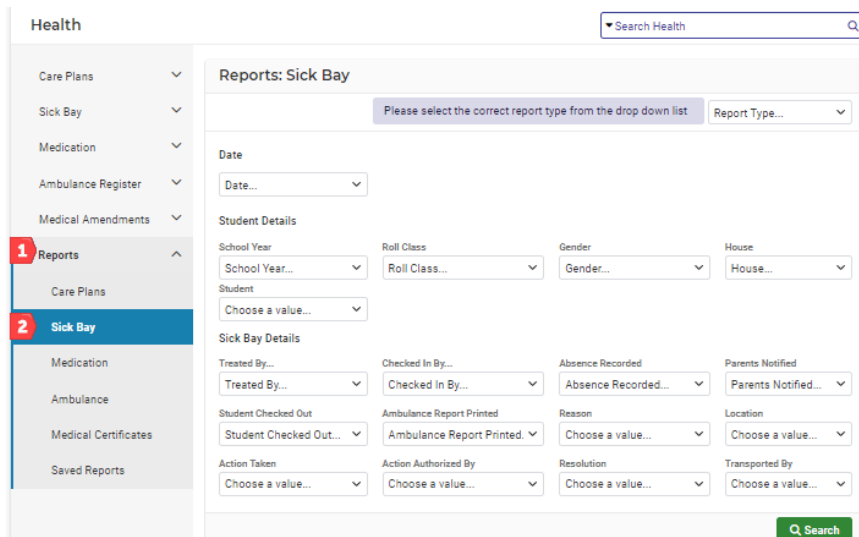
Use the information in this section when you want to extract information from the system and export or save a report. For example, at the end of the year for audit or end of year processes.

Available reports include:

- Care Plans
- Sick Bay
- Medication
- Ambulance
- Medical Certificates (uploaded in Attendance against a student record).
- Saved Reports (can then also be saved for a later date).

Generate report

1. Select the Sentral menu icon () and then under Student Admin, select Health. The Health home screen displays.
2. Select Reports in the left menu and choose a report.



3. Select the report type.
For example, if you select Medications in the left menu, then also specify the report type as Medications, Student Medications, or Administered Medications.
4. Select filter options and then select Search.
Additional options may display depending on the report type.
Report Results display at the bottom of the screen.
5. Do one of the following:
 - a. Select Save Report.
 - iii. In Save Report, Enter a name and description for the report.
 - iv. To make the report available for other staff, select Yes next to Global.
 - v. Select Save.
The Report displays in the left menu under Reports | Saved Reports.
 - b. Select Export Report.
The report file is generated in Excel format to your local drive.

Student overview

Overview

Use the information in this section to view a student's medical record screen. This shows updated information around a student's medical conditions and any linked doctor's contact information.

Whilst it is important to have a whole school overview of Plans, Sick Bay and Medication, it is also important for staff to be able to view and add to a student's record.

View a student's medical record screen

1. Select the Sentral menu icon (☰) and then under Student Admin, select Health.
The Health home screen displays.
2. Search for a student – active or inactive students.
This may be to view current records or enter a new record.
3. View the student's information.
Information on this screen is read only.

The screenshot shows the SAIS Test interface. At the top, there is a navigation bar with the SAIS Test logo and a 'Show' button. Below this, the profile for Caleb Bourne is displayed. The profile includes a silhouette placeholder for a photograph, a 'View Contacts & Other Details ...' link, and information such as 'Caleb BOURNE', 'Year 1 / No Roll Class', and 'External ID: 456175678'. There is a 'Notify Teachers' dropdown menu and a section for 'All Flags' and 'Edit Flags' with a note 'No current flags'. A 'Summary' dropdown is also visible. The 'Health' section is expanded, showing 'Medical Records'. The main content area displays 'Student Medical Records - Caleb BOURNE' with a sub-section for 'Caleb BOURNE' showing 'Photograph Privacy: Yes, publishing allowed' and 'Phone: -'. Below this is a 'Medical Conditions' section with a green checkmark and the text 'No medical conditions recorded.'. A 'Contact 1: Lord, Ms Josephyne' section lists contact details: Home, Mobile: 100001, Work, and Email: testF7EFEB2C-8261-5797-E053-0B0D1B0A7BD5@test.test.com. The 'Medical Practice Details' section lists: Name: Coffs Harbour GP Super Clinic, Type: gp, Phone: 100001, 51 Stadium Drive COFFS HARBOUR NSW 2450, and Can Contact: N.

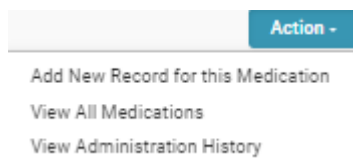
Example of student's medical records screen

4. Do any of the following:
 - a. Select Emergency or Health Care Plans to view current plans or create new records.

Health Care & Emergency Care Plans		
Has Emergency Care Plan:	YES	View plan
Has Health Care Plan:	YES	View plan
 - b. Select to view or edit medications – and then edit, delete or add files.

View student's medication

1. First, view a student's medical record screen.
See [View a student's medical record screen](#)
2. Select Medication in the left menu and choose one of the following options:
 - Current medications
 - Daily Administration
 - Administration Log.
3. For current medications, do any of the following:
 - a. Add a new record
 - b. Edit a current record.
 - c. Delete a record.
 - d. Attach files.
4. For daily administration, do any of the following:
 - a. Select an action for a medication.




- b. Administer unscheduled medication for the student.
5. For Administration Log:
 - a. View the list of medicines administered.
 - b. Choose search criteria and then select Filter to view the log.
Type refers to how the medication is administered (see Daily Administration).

Manage student's medical certificates

1. First, view a student's medical record screen.
See [View a student's medical record screen](#)
2. Select Medical Certificates in the left menu.
Previously added medical certificates for the student display.

Health Search Health



View Contacts & Other Details ...

Melvin Argyle
Year 3 / 03M
Mrs Jeannine Whittell
No Level

ACCESS **Asaphy/Asas** **Asthma**
Attendance Concern
Contact Details
Contacts - Check First **Court Order**
DO NOT PUBLISH
EMERGENCY CARE PLAN
EXCURSION CONSENT
Has Confidential Documentation
Has Diagnosed Disorders Referrals
Has Documentation
Has In-School Support Referrals
Has Legacy Student Plans
Has Support Referrals **IEP** **LEVEL**
My School Plan IEP **Adjustments**
PARACETAMOL **PHOTO PRIVACY**
Risk Management Plan
SPECIAL CONTACT DETAILS
Temporary Living Arrangements

Start Date	End Date	Description	Last Modified By	Attachments	
17/01/2023	18/01/2023	Medical cert	Michelle Xu (@Sentral)	Documents Test.docx (11.64 KB) Canteen List.docx (11.50 KB)	Edit
02/11/2022	08/11/2022	Test WA cerc	Alana Dyson (@Sentral)		Edit
02/11/2022	08/11/2022	WA Med Cerc	Alana Dyson (@Sentral)	School Report Card (1).pdf (208.69 KB)	Edit
02/11/2022	08/11/2022	multi med test	Alana Dyson (@Sentral)	School Report Card (1).pdf (208.69 KB)	Edit
12/07/2021	12/07/2021	Med Certi	Susan Le Noury (@Sentral)	Blank Test.docx (11.61 KB)	Edit
22/04/2021	03/05/2021	Med Cert	Susan Le Noury (@Sentral)	Blank Test.docx (11.61 KB)	Edit
13/01/2021	13/01/2021	medical cert	Ivanka Dwyer (@Sentral)	SSL Order form 2020.pdf (779.33 KB)	Edit
22/05/2020	22/05/2020	Medical certificate	Mrs Dorothy Lee	Echidna.PNG (198.90 KB)	Edit
20/05/2020	20/05/2020	Medical certificate	Mrs Dorothy Lee	kookaburra.PNG (702.28 KB)	Edit
19/05/2020	19/05/2020	Medical certificate	Mrs Dorothy Lee	Welcome to Sentral in the Cloud Brochure (DoE) (1).pdf (2.14 MB)	Edit
08/05/2019	09/05/2019	Medical cert	Ivanka Dwyer (@Sentral)	SSL form 2018.pdf (94.86 KB) 00038449.pdf (22.45 KB)	Edit
28/09/2018	28/09/2018	MedicalCert_280918			Edit

-
3. Do any of the following:
 - a. Select a document to view in the Attachments column.
 - b. Select Edit next to a document.
 - c. Update details and select Save.
 - d. Drag and drop files to upload supporting documents.
 - e. Select Remove to remove the document.
 - f. Select Add New Record to enter details about a new medical certificate.
 - i. Enter details.
 - ii. Upload supporting documents.
 - iii. Select Save.

Manage documentation

1. First, view a student's medical record screen.
See [View a student's medical record screen](#)
2. Select Documentation in the left menu.
The Student Documentation Register screen displays.
3. Do one of the following:
 - a. Select an existing category for the document.
 - b. Enter a new category for the document.
By default, documents are saved in General category.
4. Drag and drop related files.

Manage student's sick bay register

1. First, view a student's medical record screen.
See [View a student's medical record screen](#)
2. Select Sick Bay Register in the left menu.
The Student Sick Register screen displays.
3. Do one of the following:
 - c. View historical sick bay entries.
 - d. Add a new sick bay entry.