



**SYNERGETIC**  
Management Systems

## Synergetic User Guide

# Medical details

Version 65

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Published: 7 October 2013

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## Medical details

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**Important note:** The contents of this manual do not constitute medical advice, and should be applied and used as directed by your organisation's medical personnel.

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You can maintain medical details for the following community members:

- current, future and past students
- staff.

Medical details are restricted to those with confidential record privileges. These details complement the information held on the **Medical** tab.

You can record medical details in two ways. You can:

- Launch **Medical Maintenance** through **Student Maintenance** or **Staff Maintenance** to easily view medical details for multiple students or staff members. For example, you may need to view medical records for a class that is participating in an excursion. See *Maintaining Medical Details* (on page 13).
- Launch **Medical Maintenance** from the **Current Students** menu to enable **Sign In** and **Sign Out** functionality. You can search for students or staff members individually who are currently in the medical centre or who have visited the medical centre previously and maintain their medical records. However, you cannot access other personal information without launching their **Community Maintenance** or **Student Maintenance** windows. For example, you may working in the school sick bay or following up past medical incidents. See *Medical Maintenance for the medical centre* (on page 110).

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**Note:** The **Sign In** and **Sign Out** functionality in the medical centre can only be used to maintain records for current students and staff members.

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Any changes to medical records are automatically recorded in corresponding history tables.

### How to:

- Look up a medical incident. See *Looking up a prior medical incident* (on page 8).
- Modify a medical incident. See *Modifying medical incidents* (on page 10).
- Produce reports for medical incidents and details involving community. See *Key medical reports* (on page 196).

### You can:


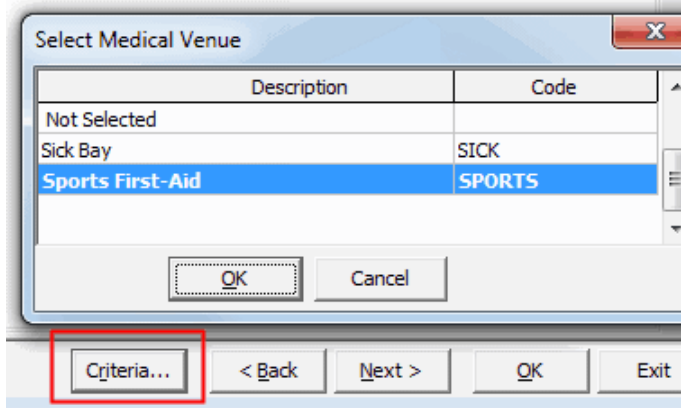
- View and maintain medical details and incidents for staff and students. See *Maintaining Medical Details* (on page 13).
- Maintain medical information for the sick bay or medical centre. See *Medical Maintenance for the medical centre* (on page 110).

## What's new to Medical details

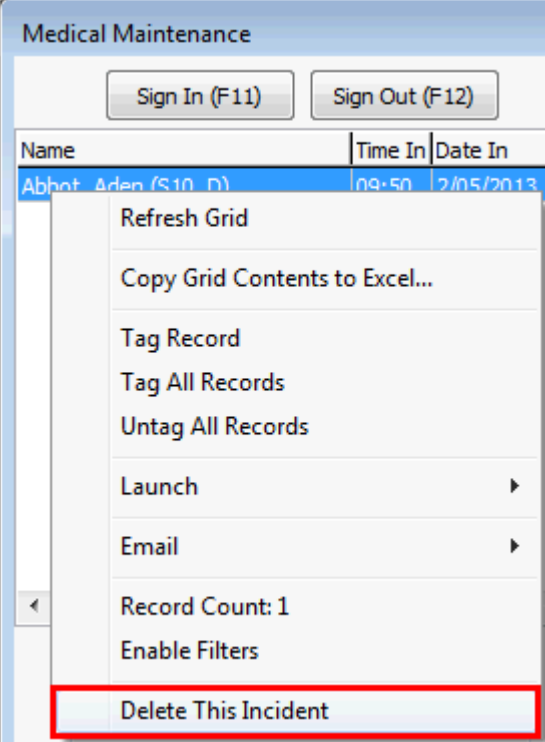
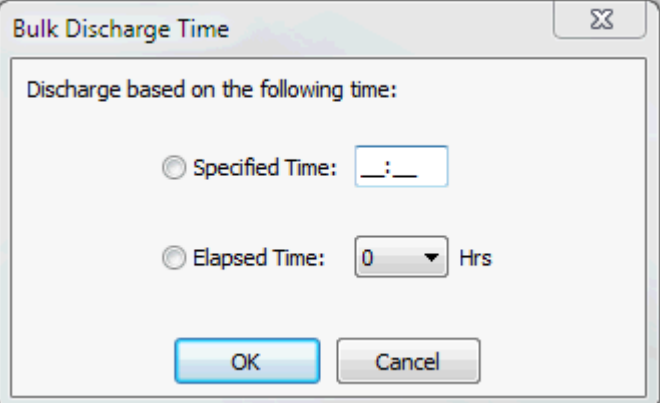
### Version 65

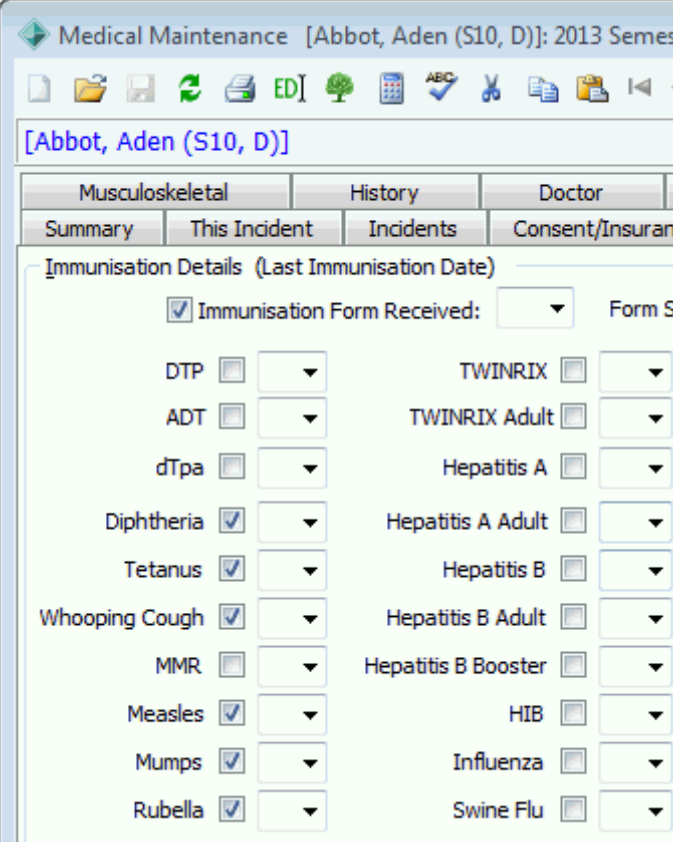
This section outlines changes to the Medical details manual arising from changes made to Synergetic (versions 64.13-65.19).

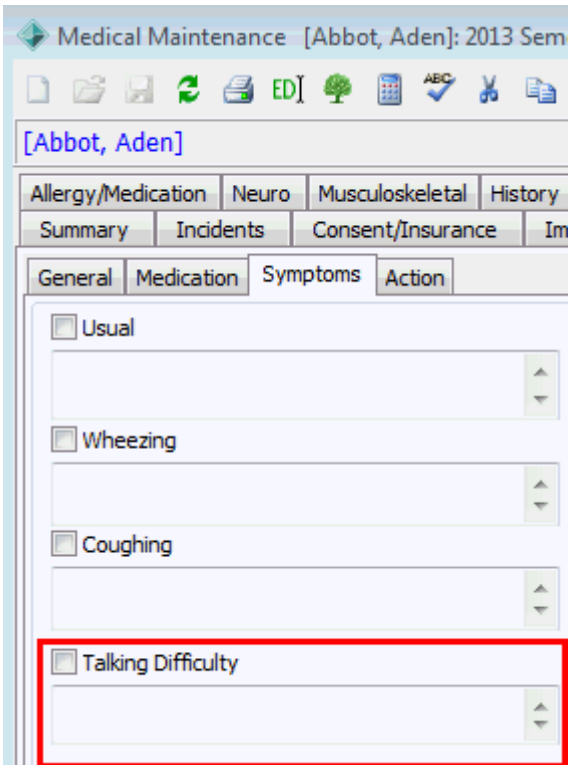
**Note:** The look and feel of Synergetic depends on the PC it is running on. The screenshots in this manual use both the version 65 and pre-65 look and feel. You may notice a slight difference in appearance between this manual and Synergetic running at your organisation but the functionality is exactly the same.

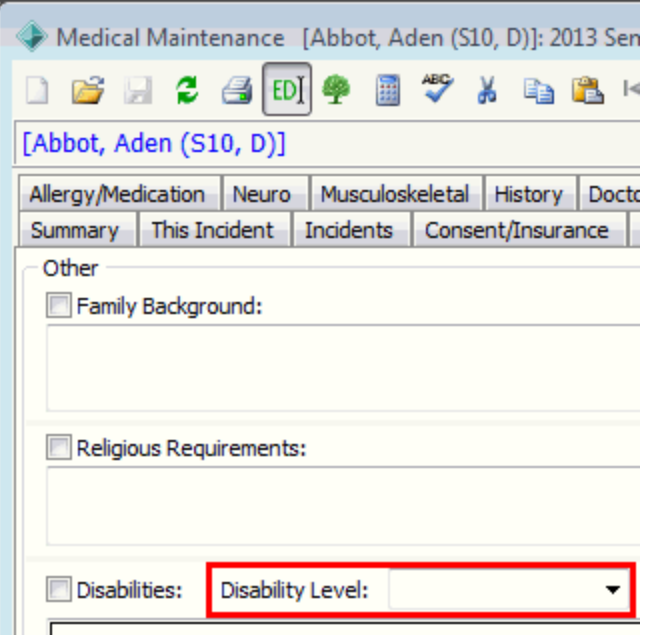

Change	More information	See...
New <b>UserForm</b> sub-tab in <b>Medical Maintenance</b> .	<p>You can now create user forms for medical maintenance and medical incidents using the user form modules <b>STUMED</b> and <b>STUMIN</b>. The forms are shown on the:</p> <ul style="list-style-type: none"> <li><b>Medical Maintenance - UserForm tab</b></li> <li><b>Medical Maintenance - Incidents tab - UserForm sub-tab.</b></li> </ul> <p><b>Note:</b> The user forms are also available in <b>Medical Centre Maintenance</b>.</p>	<p><i>Medical Maintenance - Incidents tab - UserForm sub-tab</i> (on page 87)</p> <p><i>Medical Maintenance - User Forms tab</i> (on page 92)</p> <p><i>Medical Centre Maintenance - This Incident tab</i> (on page 125)</p> <p><i>Designing user forms in the System maintenance manual.</i></p>
Changes to <b>Medical Maintenance</b> .	<p>You can now:</p> <ul style="list-style-type: none"> <li>sign in a person who is already signed in to the medical centre</li> <li>switch between medical venues quickly using the  button.</li> </ul> 	<p><i>Signing staff/students in to the medical centre</i> (on page 113)</p>



Change	More information	See...
<p><b>Delete This Incident</b> menu option.</p>	<p>You can remove students or staff members who were signed in to the medical centre accidentally using the <b>Delete This Incident</b> menu option.</p>  <p>The screenshot shows the 'Medical Maintenance' window. At the top are 'Sign In (F11)' and 'Sign Out (F12)' buttons. Below is a table with columns 'Name', 'Time In', and 'Date In'. One row is selected: 'Abbot, Eden (S10, D)' with '09:50' and '2/05/2013'. A context menu is open over the table, listing options: 'Refresh Grid', 'Copy Grid Contents to Excel...', 'Tag Record', 'Tag All Records', 'Untag All Records', 'Launch', 'Email', 'Record Count: 1', 'Enable Filters', and 'Delete This Incident'. The 'Delete This Incident' option at the bottom is highlighted with a red rectangle.</p>	<p><i>Removing medical incidents</i> (on page 118)</p>
<p>New <b>Bulk Discharge</b> options.</p>	<p>You can select to <b>Bulk Discharge</b> all staff and students from the medical centre:</p> <ul style="list-style-type: none"> <li>• at a specified time</li> <li>• at a specified number of hours after they signed in.</li> </ul>  <p>The screenshot shows the 'Bulk Discharge Time' dialog box. It has a title bar with a close button. The main area contains the text 'Discharge based on the following time:'. There are two radio button options: 'Specified Time: __: __' and 'Elapsed Time: 0 Hrs'. The 'Elapsed Time' option is selected. At the bottom are 'OK' and 'Cancel' buttons.</p>	<p><i>Discharging staff/students from the medical centre in bulk</i> (on page 119)</p>


Change	More information	See...
<p>New fields on the <b>Immunisation</b> tab of <b>Medical Maintenance</b>.</p>	<p>On the <b>Immunisation</b> tab of the <b>Medical Maintenance</b> window, you can:</p> <ul style="list-style-type: none"> <li>record hepatitis and other immunisations</li> <li>record custom immunisations defined by your organisation.</li> </ul> 	<p><i>Medical Maintenance - Immunisation tab</i> (on page 21)</p>


Change	More information	See...
<p>New field in <b>Symptoms</b> sub-tab of <b>Asthma</b> tab of <b>Medical Maintenance</b>.</p>	<p>You can record whether a student typically has difficulty talking during an asthma attack in the <b>Symptoms</b> sub-tab of the <b>Asthma</b> tab of <b>Medical Maintenance</b>.</p> 	<p><i>Medical Maintenance - Asthma tab - Symptoms sub-tab</i> (on page 53)</p>
<p>New tabs available in <b>Student Medical Incidents</b> window.</p>	<p>The <b>DocMan</b>, <b>Contacts</b>, <b>Emergency</b> and <b>Timetable</b> tabs are available from the <b>Student Medical Incident</b> window.</p>	<p><i>Medical Maintenance - Contacts tab</i> (on page 93)</p> <p><i>Medical Maintenance - Emergency tab</i> (on page 98)</p> <p><i>Medical Maintenance - DocMan tab</i> (on page 101)</p> <p><i>Medical Maintenance - Timetable tab</i> (on page 106)</p>
<p>Health care card fields available in <b>Consent/Insurance</b> tab of <b>Medical Maintenance</b>.</p>	<p>You can record a student's health care card number and expiry date in the <b>Consent/Insurance</b> tab of <b>Medical Maintenance</b>.</p>	<p><i>Medical Maintenance - Consent/Insurance tab</i> (on page 17)</p>

Change	More information	See...
New field in <b>Other</b> tab of <b>Medical Maintenance</b> .	<p>You can select the level to which the student is affected by a disability in the <b>Other</b> tab of <b>Medical Maintenance</b>.</p> 	<i>Medical Maintenance - Other tab</i> (on page 42)
Changes automatically changed on sign-out.	When you sign staff or students out of the medical centre, any changes you have made are automatically saved.	<i>Signing staff/students out of the medical centre</i> (on page 116)
New Incident Report button in Medical Maintenance.	<p>You can create a report of an incident from the <b>Summary</b> sub-tab of the <b>Incidents</b> tab of <b>Medical Maintenance</b>.</p> 	<i>Medical Centre Maintenance - Incidents tab</i> (on page 127)

## Recording medical incidents

Sick bay staff members usually maintain incidents using the **Incidents** tab of **Medical Maintenance**. See *Medical Maintenance - Incidents tab* (on page 70).


When a student enters the sick bay, create a new medical incident by clicking . This populates the **Date** and **Time In** fields with the current date and time. You can then fill out the rest of the details as you go. You can edit the date and time fields if you need to enter the details into Synergetic after the incident. For example, entering the details after coming back to the sick bay after treating the student in a classroom or on the playing field.

When the student leaves the sick bay, record the **Time Out**. You can either click  to record the current time in the **Time Out** field, or type the time in manually.

It is important to record times in and out of the sick bay so that teachers and absence officers know exactly when the student was away from class. These times are displayed next to the student in **Attendance Maintenance** for classes impacted by the medical incident.

Attendance: 2010 Term 2 Academic							
Per 2    08/11/11 (9:30am - 10:30am)    Accounting 3 1							
	Attended	Poss Tchr Type	Poss Tchr Description	Late Arrive	Time	Early Depart	
Adamski, Amanda (J2, BL)	<input checked="" type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>	
Adamski, Angelo (S10, BO)	<input checked="" type="checkbox"/>		went to sick bay	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Adamski, William (F2, )	<input checked="" type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>	
Asaaf, Jasinta (S10, )	<input checked="" type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>	
Bowman, Nicholas (S12, BL)	<input checked="" type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>	
Carter, Matthew (Matt) (S10, )	<input checked="" type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>	

Sick bay visits also show up on the student's timetable in **Current Student Maintenance**.

Timetable		Awards	Attendance	Absent
File Type: 		Timetable Date: 18/07/20		
Time	Period			
8:30am	Per 1			
9:30am	Per 2			
10:30am	Recess			
10:45am	Per 3			
11:00am - 12:30pm	Sick Bay (out 12:30pm)			
11:45am	Per 4			

## Looking up a prior medical incident

You can look up previous medical incidents in the **Incidents** tab of the **Student Medical** window. This is useful if you want to add follow up information or check on the details of another incident.

To find a prior medical incident:

1. Select **Module > Students > Current Students**.

The **General** tab of the **Current Students** window is displayed.

2. Click the **Medical** tab.

The **Medical** tab of the **Current Students** window is displayed.

3. Click **Medical Incidents**.

The **Incidents** tab of the **Student Medical** window is displayed.

Student Medical [Aardvark, James (Jim)]

Summary | Consent/Insurance | General | Asthma | Allergy/Medicatn | Other | Immunisation | Hearing/Eyes/Speech

Neuro | History | **Incidents** | Musculoskeletal

**Incidents**

Date	Type
25/07/2011	HEAD-A-1
9/06/2011	ALLERGY
12/05/2011	CARPETBURN
12/04/2011	ASTHMA
16/03/2011	HEAD-A-1
11/01/2011	ABDO
20/11/2010	ALLERGY
21/09/2010	HEAD-A-1
3/08/2010	ABDO
9/12/2009	ALLERGY
24/07/2009	HEAD-A-1
8/04/2009	HEAD-A-1
13/09/2008	ASTHMA

**Summary** | Injury Details | Parent / Guardian Notifications | School Notifications | UserForm

Date: 25/07/2011 Type: Headache Cat 1 Minor Venue:

Time In: 12:44 Time Out: Now

Diagnosis: Tension headache.

Despatch:

Comment:

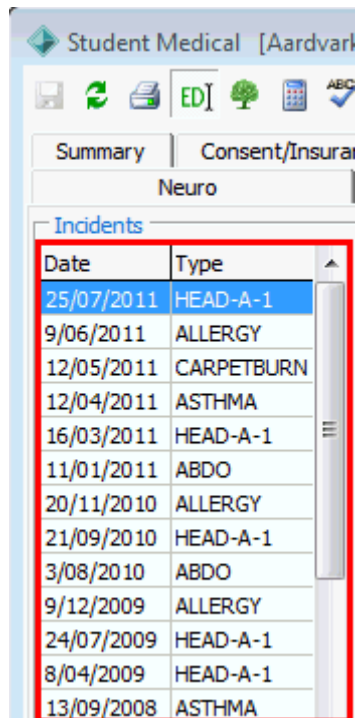
☒ Follow Up 28/07/2011

Add Delete

< Back Next > OK Exit

4. Scroll down the **Incidents** grid on the left until you find the incident you want to maintain.

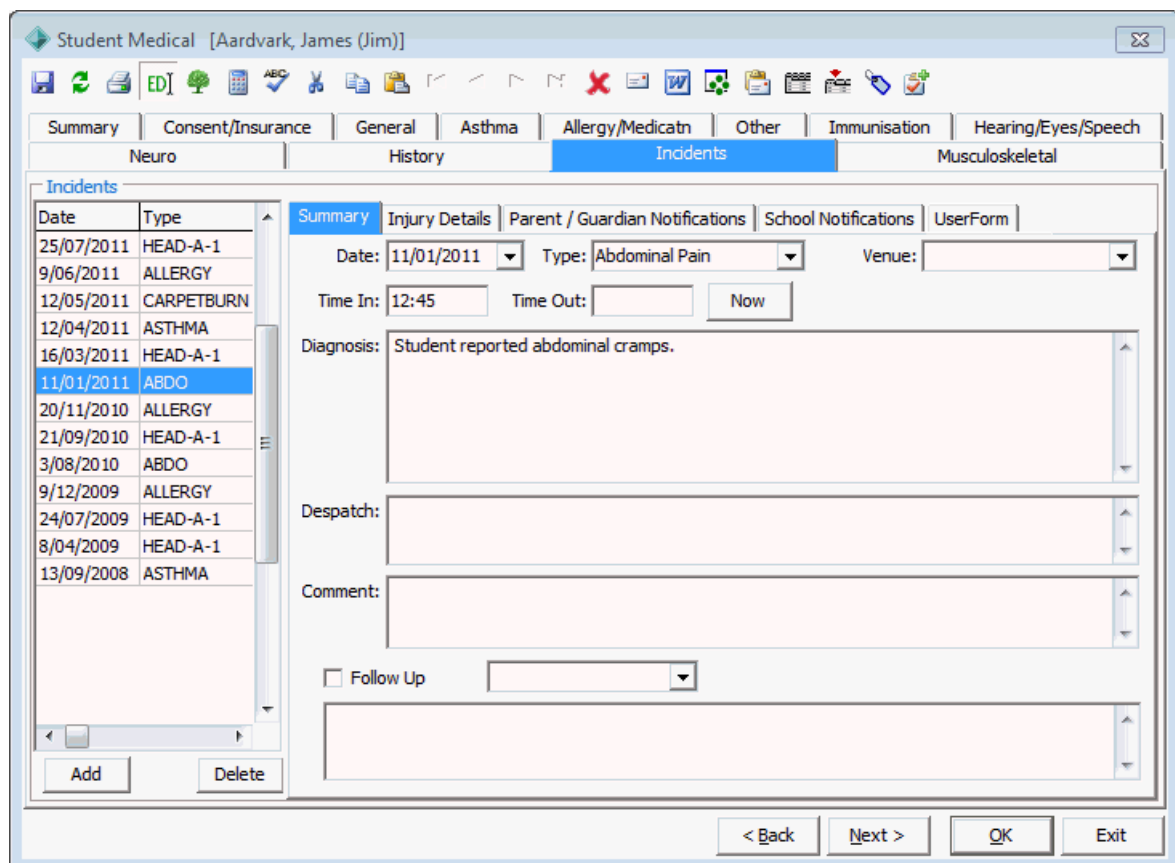
**Note:** Incidents are listed in chronological order.



Date	Type
25/07/2011	HEAD-A-1
9/06/2011	ALLERGY
12/05/2011	CARPETBURN
12/04/2011	ASTHMA
16/03/2011	HEAD-A-1
11/01/2011	ABDO
20/11/2010	ALLERGY
21/09/2010	HEAD-A-1
3/08/2010	ABDO
9/12/2009	ALLERGY
24/07/2009	HEAD-A-1
8/04/2009	HEAD-A-1
13/09/2008	ASTHMA

5. Select the incident.

The incident is displayed in the summary tab.



Date	Type
25/07/2011	HEAD-A-1
9/06/2011	ALLERGY
12/05/2011	CARPETBURN
12/04/2011	ASTHMA
16/03/2011	HEAD-A-1
11/01/2011	ABDO
20/11/2010	ALLERGY
21/09/2010	HEAD-A-1
3/08/2010	ABDO
9/12/2009	ALLERGY
24/07/2009	HEAD-A-1
8/04/2009	HEAD-A-1
13/09/2008	ASTHMA

**Summary** | Injury Details | Parent / Guardian Notifications | School Notifications | UserForm

Date: 11/01/2011 Type: Abdominal Pain Venue:

Time In: 12:45 Time Out: Now

Diagnosis: Student reported abdominal cramps.

Despatch:

Comment:

☐ Follow Up

Add Delete

< Back Next > OK Exit

## Modifying medical incidents

You can modify medical incidents to add further information, correct an error or include a follow up comment.

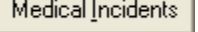
To edit a medical incident:

1. Select **Module > Students > Current Students**.

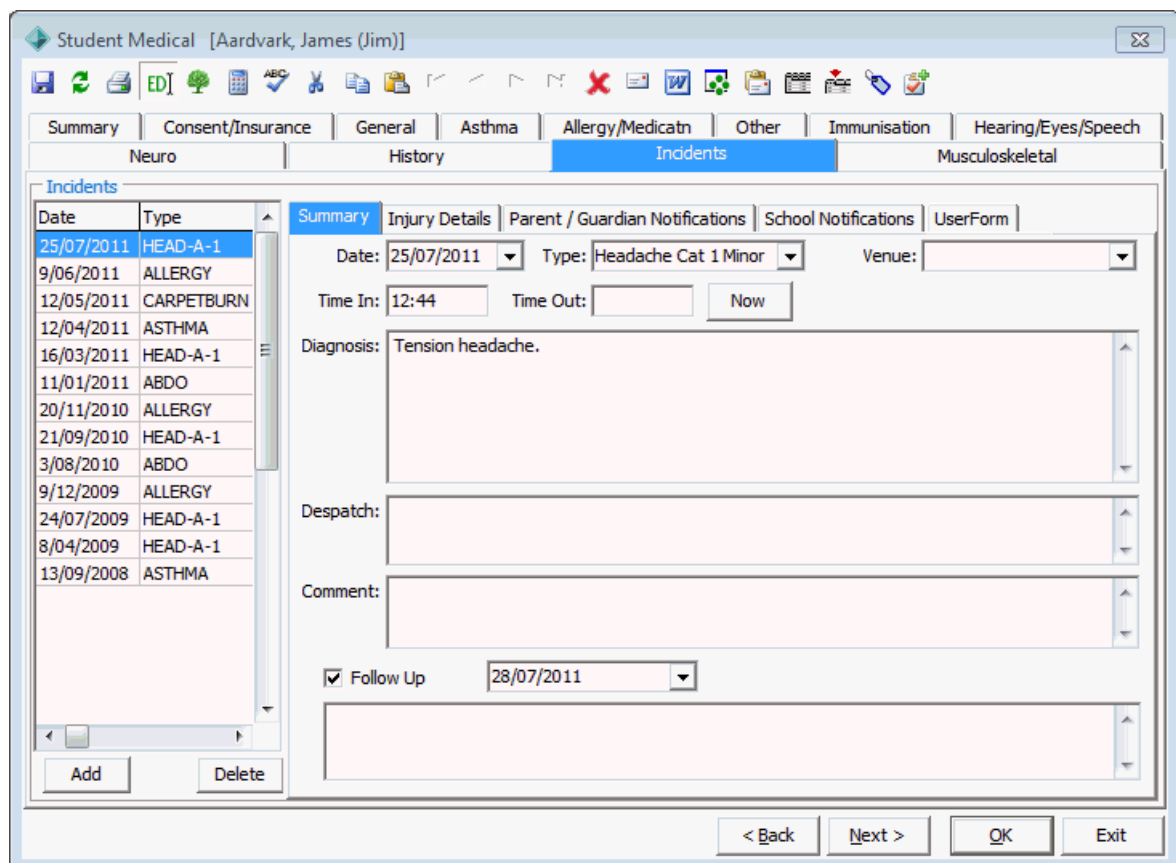
The **General** tab of the **Current Students** window is displayed.

2. Click the **Medical** tab.

The **Medical** tab of the **Current Students** window is displayed.

3. Click .

The **Incidents** tab of the **Student Medical** window is displayed.



Student Medical [Aardvark, James (Jim)]

Summary Consent/Insurance General Asthma Allergy/Medicatn Other Immunisation Hearing/Eyes/Speech

Neuro History Incidents Musculoskeletal

Incidents

Date	Type
25/07/2011	HEAD-A-1
9/06/2011	ALLERGY
12/05/2011	CARPETBURN
12/04/2011	ASTHMA
16/03/2011	HEAD-A-1
11/01/2011	ABDO
20/11/2010	ALLERGY
21/09/2010	HEAD-A-1
3/08/2010	ABDO
9/12/2009	ALLERGY
24/07/2009	HEAD-A-1
8/04/2009	HEAD-A-1
13/09/2008	ASTHMA

Add Delete

Summary Injury Details Parent / Guardian Notifications School Notifications UserForm

Date: 25/07/2011 Type: Headache Cat 1 Minor Venue:

Time In: 12:44 Time Out: Now

Diagnosis: Tension headache.

Despatch:

Comment:

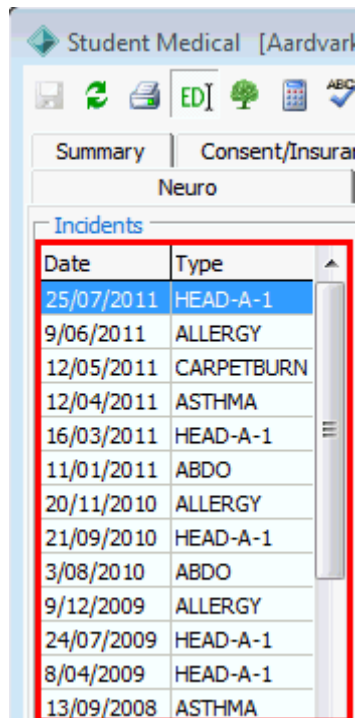
☒ Follow Up 28/07/2011

< Back Next > OK Exit



4. Scroll down the **Incidents** grid on the left until you find the incident you want to maintain.

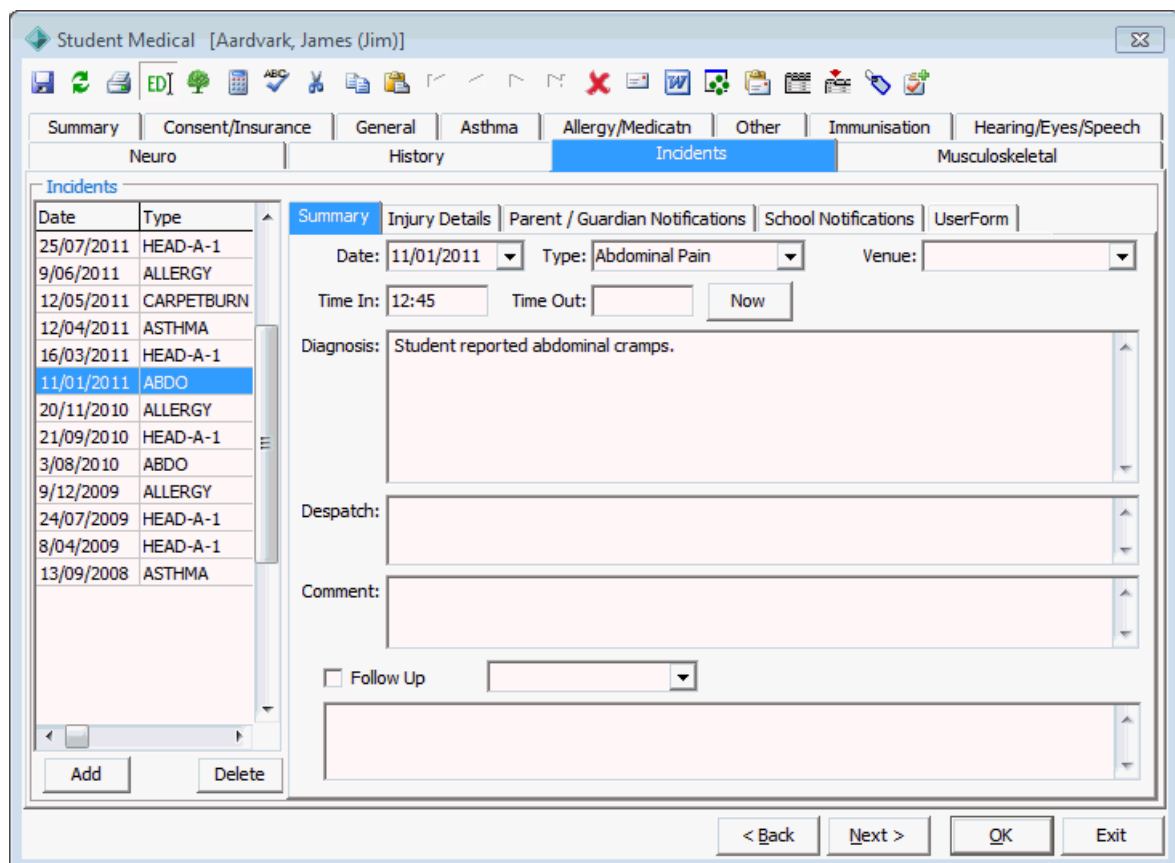
**Note:** Incidents are listed in chronological order.



Date	Type
25/07/2011	HEAD-A-1
9/06/2011	ALLERGY
12/05/2011	CARPETBURN
12/04/2011	ASTHMA
16/03/2011	HEAD-A-1
11/01/2011	ABDO
20/11/2010	ALLERGY
21/09/2010	HEAD-A-1
3/08/2010	ABDO
9/12/2009	ALLERGY
24/07/2009	HEAD-A-1
8/04/2009	HEAD-A-1
13/09/2008	ASTHMA

5. Select the incident.

The incident is displayed in the summary tab.



Date	Type
25/07/2011	HEAD-A-1
9/06/2011	ALLERGY
12/05/2011	CARPETBURN
12/04/2011	ASTHMA
16/03/2011	HEAD-A-1
11/01/2011	ABDO
20/11/2010	ALLERGY
21/09/2010	HEAD-A-1
3/08/2010	ABDO
9/12/2009	ALLERGY
24/07/2009	HEAD-A-1
8/04/2009	HEAD-A-1
13/09/2008	ASTHMA

**Summary** | Injury Details | Parent / Guardian Notifications | School Notifications | UserForm

Date: 11/01/2011 Type: Abdominal Pain Venue:

Time In: 12:45 Time Out: Now

Diagnosis: Student reported abdominal cramps.

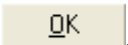
Despatch:

Comment:

☐ Follow Up

Add Delete

< Back Next > OK Exit

6. Make the necessary changes. See *Medical Maintenance - Incidents tab* (on page 69).
7. Click .  
The changes are saved.

## Maintaining Medical Details

You can use the **Medical Maintenance** program to maintain information about a student or staff member's medical details and medical incidents.

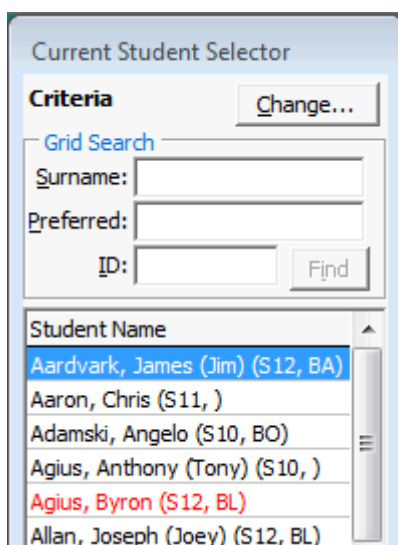
The **Medical Maintenance** program can be used to view and edit medical information for multiple students or staff members.

If you are responsible for maintaining records for a medical centre or sick bay, use the **Medical Maintenance** program with **Sign In** and **Sign Out** functionality. See *Medical Maintenance for the medical centre* (on page 110).

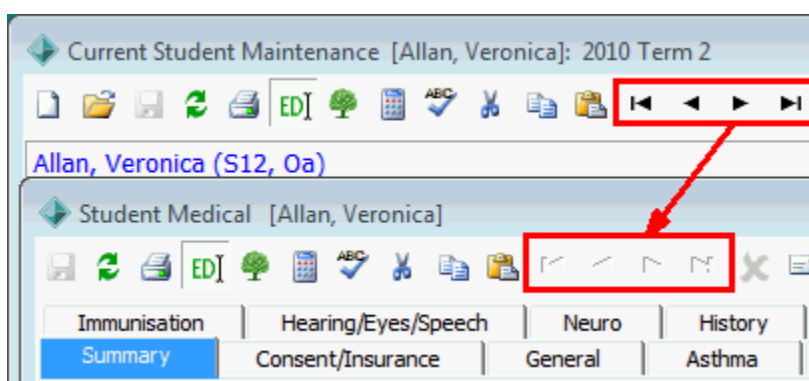
### Navigating between student or staff member records

To navigate between students or staff member records you either:

- select the student or staff member using the **Student Selector** or **Staff Selector**, respectively



- click on the navigation buttons on the **Student Maintenance** or **Staff Maintenance** window, respectively.



## What you can do:

What you can do...	See...
View a summary of the student's medical details.	<i>Medical Maintenance - Summary tab</i> (on page 16)
Maintain: <ul style="list-style-type: none"> <li>• consent for medical intervention</li> <li>• membership details for medical insurance, ambulance and Medicare.</li> </ul>	<i>Medical Maintenance - Consent/Insurance tab</i> (on page 17).
Maintain immunisation details.	<i>Medical Maintenance - Immunisation tab</i> (on page 21).
Maintain general medical details.	<i>Medical Maintenance - General tab</i> (on page 25).
Maintain a record of: <ul style="list-style-type: none"> <li>• hearing test results</li> <li>• eyesight test results</li> <li>• speech test results</li> <li>• the use of:               <ul style="list-style-type: none"> <li>– a hearing aid</li> <li>– glasses and/or contact lenses.</li> </ul> </li> </ul>	<i>Medical Maintenance - Hearing/Eyes/Speech tab</i> (on page 39).
Maintain general information that may have a bearing on the community member's wellbeing, including: <ul style="list-style-type: none"> <li>• family background</li> <li>• emotional problems</li> <li>• religious requirements</li> <li>• dietary considerations</li> <li>• disabilities</li> <li>• miscellaneous matters.</li> </ul>	<i>Medical Maintenance - Other tab</i> (on page 42).
Maintain the details of an asthma condition.	<i>Medical Maintenance - Asthma tab</i> (on page 45).
Maintain information on: <ul style="list-style-type: none"> <li>• allergies</li> <li>• medication being taken at present</li> <li>• anaphylaxis (severe allergic reactions)</li> <li>• epinephrine auto-injector (EpiPen).</li> </ul>	<i>Medical Maintenance - Allergy/Medication tab</i> (on page 58).

What you can do...	See...
Maintain information on: <ul style="list-style-type: none"> <li>• head injuries previously sustained</li> <li>• epileptic and convulsive conditions</li> <li>• migraines and headaches.</li> </ul>	<i>Medical Maintenance - Neuro tab</i> (on page 63).
Maintain information on: <ul style="list-style-type: none"> <li>• fractures sustained</li> <li>• joint problems</li> <li>• arthritis and scoliosis conditions.</li> </ul>	<i>Medical Maintenance - Musculoskeletal tab</i> (on page 66).
List and maintain medical incidents of students or staff at your organisation.	<i>Medical Maintenance - Incidents tab</i> (on page 69).
Maintain information on: <ul style="list-style-type: none"> <li>• medical alert bracelets</li> <li>• surgical history</li> <li>• medical history.</li> </ul>	<i>Medical Maintenance - History tab</i> (on page 89).
View a history of changes to student medical information.	<i>Medical Maintenance - Maint tab</i> (on page 91)
View contact information for the community member.	<i>Medical Maintenance - Contacts tab</i> (on page 93)
View emergency contact details for the community member.	<i>Medical Maintenance - Emergency tab</i> (on page 98)
View and maintain documents associated with the community member.	<i>Medical Maintenance - DocMan tab</i> (on page 101)
View the timetable for a student.	<i>Medical Maintenance - Timetable tab</i> (on page 106)
Open custom user forms created by your organisation.	<i>Medical Maintenance - User Forms tab</i> (on page 92)

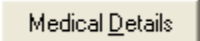
## Medical Maintenance - Summary tab

Use the **Summary** tab to view medical details about a person at a glance. This window is populated by information entered into other tabs of the **Student Medical** or **Staff Medical** window.

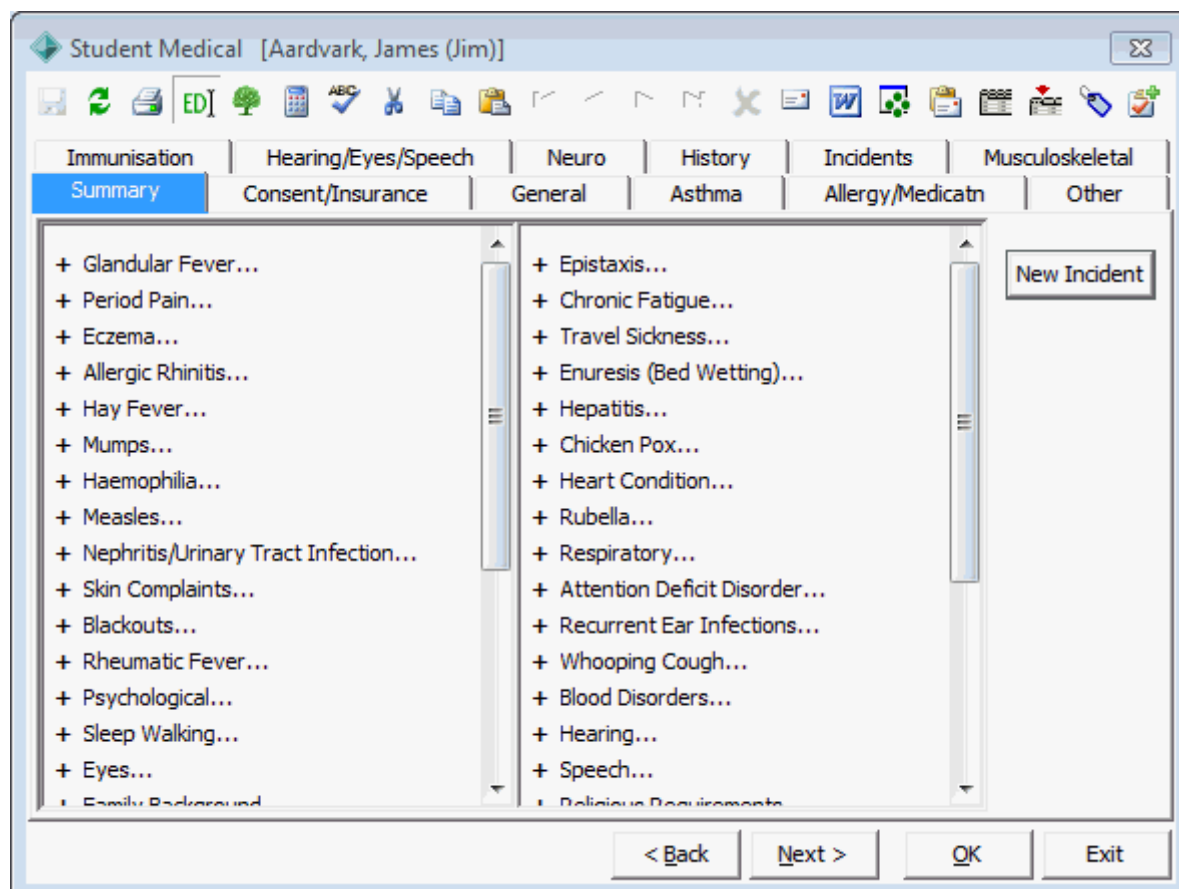
**Note:** Click on the headings of the medical conditions listed in this tab to launch the relevant tab in the **Student Medical** or **Staff Medical** window.

## Opening the Medical Maintenance - Summary tab

To open the **Summary** tab:

- Open the **Medical** tab from one of the following maintenance windows:
  - Current Student Maintenance.** See *Current Student Maintenance - Medical tab* in the Current students manual.
  - Future Student Maintenance.** See *Future Student Maintenance - Medical tab* in the Future students manual.
  - Past Student Maintenance.** See *Past Student Maintenance - Medical tab* in the Past students manual.
  - Staff Maintenance.** See *Staff Maintenance - Medical tab* in the Human resources manual.
- Click .

The **Summary** tab of the **Medical Maintenance** window is displayed.



## Medical Maintenance - Consent/Insurance tab

Use the **Consent/Insurance** tab to maintain:

- consent for medical intervention
- membership details for medical insurance, ambulance and Medicare
- audit information.

These details are held for quick reference in the event of emergency admission or visits to the general practitioner.

**Tip:** Flags are automatically selected when you save the medical details record and you have typed information into the corresponding fields.

## Opening the Consent/Insurance tab

To open the **Consent/Insurance** tab:

- Open the **Medical** tab from one of the following maintenance windows:
  - Current Student Maintenance.** See *Current Student Maintenance - Medical tab* in the Current students manual.
  - Future Student Maintenance.** See *Future Student Maintenance - Medical tab* in the Future students manual.
  - Past Student Maintenance.** See *Past Student Maintenance - Medical tab* in the Past students manual.
  - Staff Maintenance.** See *Staff Maintenance - Medical tab* in the Human resources manual.
- Click **Medical Details**.
- The **Summary** tab of the **Medical Maintenance** window is displayed.
- Click the **Consent/Insurance** tab.

The **Consent/Insurance** tab of the **Medical Maintenance** window is displayed.

The screenshot shows the 'Medical Maintenance' window for 'Abbot, Aden (S10, D)' in '2013 Term 1'. The 'Consent/Insurance' tab is selected. The window contains several sections for data entry:

- Consent:** A grid of checkboxes for various medical consents. Most are checked, including 'Medical Attention from School Doctor', 'Headlice Check', 'Sport', 'Swim OK', 'Paracetamol', 'Anti Histamine', 'Anti Inflammatory', 'Blood Transfusion', and 'Counsellor'. There are also dropdown menus for 'Can Swim 50 Metres', 'Swim Metres', and 'Blood Group'.
- Insurance:** Fields for 'Fund' (Medibank Private), 'No' (2248 0010X), 'Extra Cover' (checked), 'Ambulance Member' (checked), 'No' (263001), 'Private Insurance Table', 'Expires' (1/06/2014), 'Medicare No' (3210 73001 5), 'Line' (0), and 'Expires' (1/09/2016).
- Health Care:** Fields for 'Health Care Card' (unchecked), 'Health Care Card No', and 'Expires'.
- Last Modified:** Fields for 'Date' (12/04/2012 8:16:46 PM) and 'By' (sa).

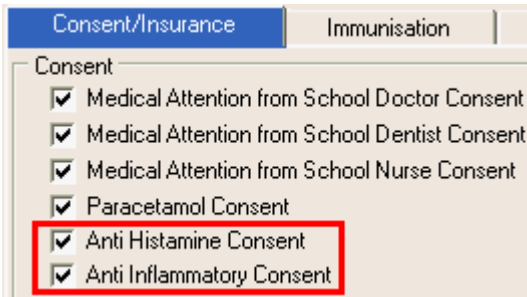
At the bottom, there are buttons for 'Criteria...', '< Back', 'Next >', 'OK', and 'Exit'.

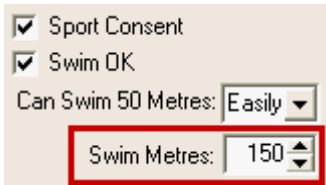


## Medical Maintenance - Consent/Insurance tab key fields

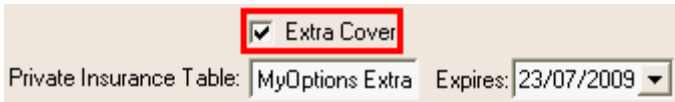
### Consent area fields

Select the fields for which written consents have been received from the parent or guardian.

Field	Description
<b>Medical consent flags</b>	<p>The consent flags indicate whether the parent or guardian has given written consent for the student to receive any of the following without contacting the parent/guardian:</p> <ul style="list-style-type: none"> <li>• medical attention from your organisation's doctor</li> <li>• medical attention from your organisation's dentist</li> <li>• medical attention from your organisation's nurse</li> <li>• administration of paracetamol, anti-histamines or anti-inflammatories.</li> </ul>  <p>The additional consent flags indicate whether the parent or guardian has given written consent for the following in the event of an emergency where the parent or guardian cannot be contacted:</p> <ul style="list-style-type: none"> <li>• ambulance</li> <li>• operation</li> <li>• anaesthetic</li> <li>• blood transfusion</li> <li>• head lice check</li> <li>• counselling.</li> </ul>
<b>Blood Group</b>	Person's blood group, if consent for a blood transfusion is given.
<b>Sport Consent</b>	Select if consent has been received for the community member to participate in sports at your organisation.
<b>Swim OK</b>	Select if the community member is allowed to participate in swimming events.
<b>Can Swim 50 metres</b>	<p>The ease with which the person can swim 50 metres. Select either:</p> <ul style="list-style-type: none"> <li>• Easily</li> <li>• With difficulty</li> <li>• Not at All.</li> </ul>

Field	Description
<b>Swim Metres</b>	<p>The number of metres that the person can swim in a pool.</p> <p>In the following example, 150 metres has been entered in the field.</p>  <p>Either:</p> <ul style="list-style-type: none"> <li>• type in the value</li> <li>• click on the up or down arrows to adjust the value.</li> </ul>
<b>Comments if Consent not Given</b>	Comments, if one or more consents have not been received.

### Insurance area fields

Field	Description
<b>Private Insurance</b>	Select if the person is a member of a private insurance fund.
<b>Fund / No</b>	<p>The private insurance fund and their membership number.</p> <p><b>Note:</b> Funds can be maintained in the <a href="#">luMedicalPrivateInsuranceFund</a> lookup table. See <i>Maintaining lookup tables</i> in the <i>System maintenance manual</i>.</p>
<b>Extra Cover</b>	<p>Select if the person has arranged extra cover from their medical insurer.</p> 
<b>Private Insurance Table / Expires</b>	The insurance extras table used and when the cover expires, if the <b>Extra Cover</b> field is selected.
<b>Ambulance Member / No</b>	Select if the person is a subscriber of the ambulance service and specify their membership number.
<b>Medicare No / Line / Expires</b>	The Medicare card number, the line that the community member is on the card and when the card expires. This only applies in Australia.

### Health Care area fields

Field	Description
<b>Health Care Card</b>	Select if the student has a health care card.
<b>Health Care Card No.</b>	The student's health care card number.
<b>Expires</b>	Date the student's health care card expires.

## Medical Maintenance - Immunisation tab


Use the **Immunisation** tab to maintain details of immunisation against common contagious diseases.

**Tip:** Flags are automatically selected when you save the medical details record and you have typed information into the corresponding fields.

### Opening the Immunisation tab

To open the **Immunisation** tab:

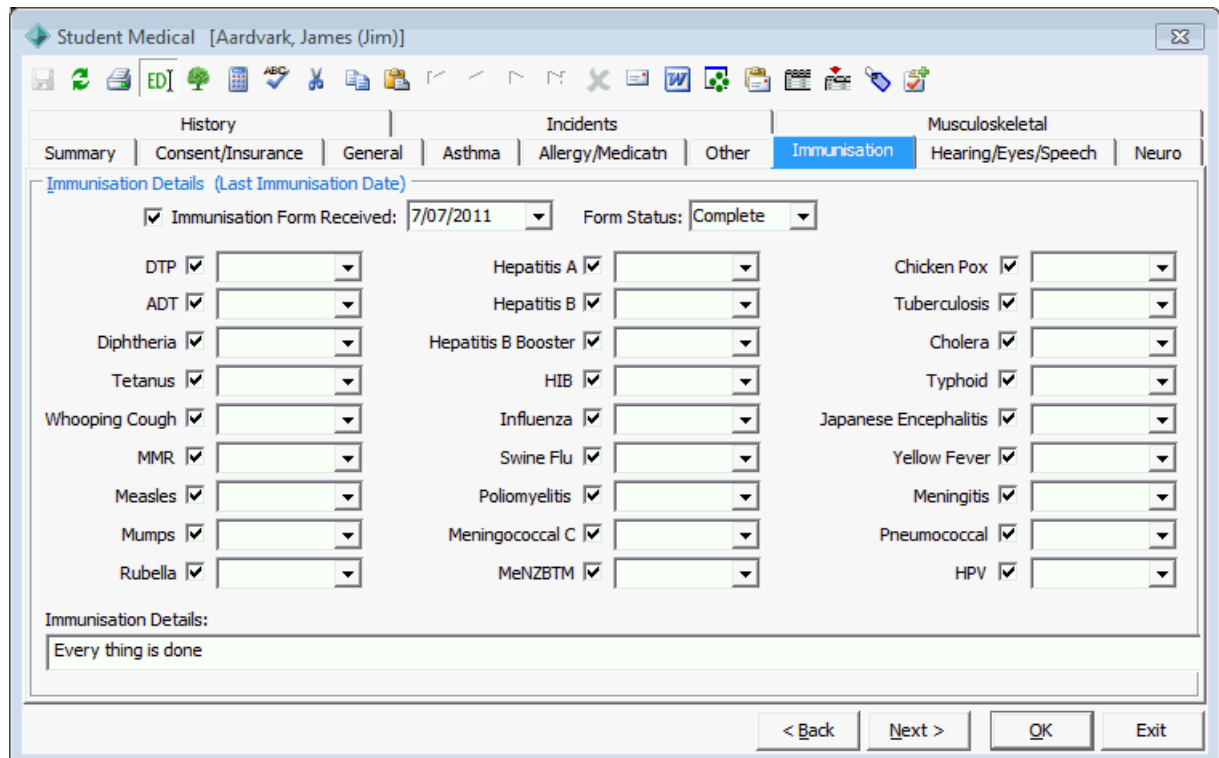
1. Open the **Medical** tab from one of the following maintenance windows:
  - **Current Student Maintenance.** See *Current Student Maintenance - Medical tab* in the Current students manual.
  - **Future Student Maintenance.** See *Future Student Maintenance - Medical tab* in the Future students manual.
  - **Past Student Maintenance.** See *Past Student Maintenance - Medical tab* in the Past students manual.
  - **Staff Maintenance.** See *Staff Maintenance - Medical tab* in the Human resources manual.

2. Click .

The **Summary** tab of the **Medical Maintenance** window is displayed.

3. Click the **Immunisation** tab.

The **Immunisation** tab of the **Medical Maintenance** window is displayed.



Student Medical [Aardvark, James (Jim)]

Summary | Consent/Insurance | General | Asthma | Allergy/Medicatn | Other | **Immunisation** | Musculoskeletal | Hearing/Eyes/Speech | Neuro

Immunisation Details (Last Immunisation Date)

☒ Immunisation Form Received: 7/07/2011 Form Status: Complete

DTP <input checked="" type="checkbox"/>	Hepatitis A <input checked="" type="checkbox"/>	Chicken Pox <input checked="" type="checkbox"/>
ADT <input checked="" type="checkbox"/>	Hepatitis B <input checked="" type="checkbox"/>	Tuberculosis <input checked="" type="checkbox"/>
Diphtheria <input checked="" type="checkbox"/>	Hepatitis B Booster <input checked="" type="checkbox"/>	Cholera <input checked="" type="checkbox"/>
Tetanus <input checked="" type="checkbox"/>	HIB <input checked="" type="checkbox"/>	Typhoid <input checked="" type="checkbox"/>
Whooping Cough <input checked="" type="checkbox"/>	Influenza <input checked="" type="checkbox"/>	Japanese Encephalitis <input checked="" type="checkbox"/>
MMR <input checked="" type="checkbox"/>	Swine Flu <input checked="" type="checkbox"/>	Yellow Fever <input checked="" type="checkbox"/>
Measles <input checked="" type="checkbox"/>	Poliomyelitis <input checked="" type="checkbox"/>	Meningitis <input checked="" type="checkbox"/>
Mumps <input checked="" type="checkbox"/>	Meningococcal C <input checked="" type="checkbox"/>	Pneumococcal <input checked="" type="checkbox"/>
Rubella <input checked="" type="checkbox"/>	MeNZBTM <input checked="" type="checkbox"/>	HPV <input checked="" type="checkbox"/>

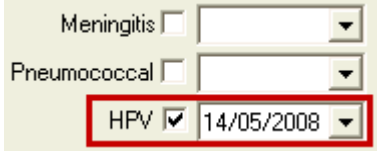
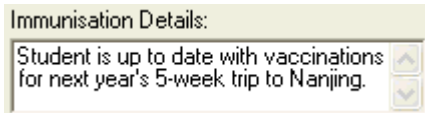
Immunisation Details:  
Every thing is done

< Back Next > OK Exit

## Medical Maintenance - Immunisation tab key fields

Field	Description
<b>Immunisation Form Received</b>	Select if your organisation's immunisation form has been returned for the community member. Enter the date received.
<b>Form Status</b>	Specify the status of the immunisation form. For example, indicate whether the form has been received, checked or processed.  The form status is maintained in the <b>ImmunisationFormStatus</b> lookup table. See <i>Maintaining lookup tables</i> in the System maintenance manual.
<b>DTP</b>	Select if the person received a Diphtheria, Tetanus, Pertussis (whooping cough) triple immunisation. Enter the date immunised.  <u>Note: The corresponding Diphtheria, Tetanus and Whooping Cough fields are selected.</u>
<b>ADT</b>	Select if the person received combined Diphtheria -Tetanus ( <b>Td</b> ) immunisation. Enter the date immunised.  <u>Note: The Td formulation for adults is often referred to by the trade name ADT.</u>
<b>dTpa</b>	Select if the person received a Diphtheria, Tetanus, Pertussis (whooping cough) triple immunisation. Enter the date immunised.  <u>Note: The corresponding Diphtheria, Tetanus and Whooping Cough fields are selected.</u>
<b>Diphtheria</b>	Select if the person received a Diphtheria immunisation. Enter the date immunised.
<b>Tetanus</b>	Select if the person received a Tetanus immunisation. Enter the date immunised.
<b>Whooping Cough</b>	Select if the person received a Pertussis (whooping cough) immunisation. Enter the date immunised.
<b>MMR</b>	Select if the person received a Measles, Mumps, Rubella triple immunisation. Enter the date immunised.  <u>Note: The corresponding Measles, Mumps and Rubella fields are selected.</u>
<b>Measles</b>	Select if the person received a Measles immunisation. Enter the date immunised.
<b>Mumps</b>	Select if the person received a Mumps immunisation. Enter the date immunised.
<b>Rubella</b>	Select if the person received a Rubella immunisation. Enter the date immunised.
<b>TWINRIX</b>	Select if the person received a Hepatitis A and B double immunisation. Enter the date immunised.  <u>Note: The corresponding Hepatitis A and B fields are selected.</u>

Field	Description
<b>TWINRX Adult</b>	Select if the person received a Hepatitis A and B adult double immunisation. Enter the date immunised.  <u>Note: The corresponding Hepatitis A and B adult fields are selected.</u>
<b>Hepatitis A</b>	Select if the person received a Hepatitis A immunisation. Enter the date immunised.
<b>Hepatitis A Adult</b>	Select if the person received a Hepatitis A adult immunisation. Enter the date immunised.
<b>Hepatitis B</b>	Select if the person received a Hepatitis B immunisation. Enter the date immunised.
<b>Hepatitis B Adult</b>	Select if the person received a Hepatitis B adult immunisation. Enter the date immunised.
<b>Hepatitis B Booster</b>	Select if the person received a Hepatitis B booster immunisation. Enter the date immunised.
<b>HIB</b>	Select if the person received a Haemophilus influenzae serotype b immunisation. Enter the date immunised.
<b>Influenza</b>	Select if the person received an Influenza immunisation. Enter the date immunised.
<b>Swine Flu</b>	Select if the person received a Swine Flu immunisation. Enter the date immunised.
<b>Poliomyelitis</b>	Select if the person received a Poliomyelitis immunisation. Enter the date immunised.
<b>Meningococcal C</b>	Select if the person received a Meningococcal C immunisation. Enter the date immunised.
<b>MeNZBTM</b>	Select if the person received a MeNZB vaccine. This is a vaccine for a specific strain of group B meningococcus, used to control an epidemic of meningococcal disease in New Zealand until 2008.
<b>4vMenPV</b>	Select if the person received a 4vMenPV vaccine. This is a short term vaccine the A, C, W135 and Y groups of meningococcus. Enter the date immunised.
<b>Chicken Pox</b>	Select if the person received a Chicken Pox immunisation. Enter the date immunised.
<b>Tuberculosis</b>	Select if the person received a Tuberculosis immunisation. Enter the date immunised.
<b>Cholera</b>	Select if the person received a Cholera immunisation. Enter the date immunised.
<b>Vivaxim</b>	Select if the person received a Hepatitis A and typhoid double vaccination. Enter the date immunised.
<b>Typhoid</b>	Select if the person received a Typhoid immunisation. Enter the date immunised.
<b>Japanese Encephalitis</b>	Select if the person received a Japanese Encephalitis immunisation. Enter the date immunised.
<b>Yellow Fever</b>	Select if the person received a Yellow Fever immunisation. Enter the date immunised.
<b>Meningitis</b>	Select if the person received a Meningitis immunisation. Enter the date immunised.

Field	Description
<b>Pneumococcal</b>	Select if the person received a Pneumococcus immunisation. Enter the date immunised.
<b>HPV</b>	<p>Select if the person received an immunisation for the Human Papilloma Virus. Enter the date immunised.</p> 
<b>Rabies</b>	Select if the person received a Rabies immunisation. Enter the date immunised.
<b>Custom immunisation</b>	<p>Select if the person received an immunisation determined by your organisation. Enter the date immunised.</p> <p><b>Note:</b> These immunisations are controlled by configuration settings. See <a href="#">CustomImmunisation configuration setting</a> in the System maintenance manual.</p>
<b>Immunisation Details</b>	<p>Type any other details about the person's immunisation.</p> 

**Note:** Select other immunisations and specify the immunisation dates where appropriate.

## Medical Maintenance - General tab

Use the **General** tab to maintain the general details for the following community members:

- current, future and past students
- staff.

Medical details are restricted to those with confidential record privileges.

### What you can do:

What you can do...	See...
Maintain general medical information including: <ul style="list-style-type: none"><li>• glandular fever</li><li>• chronic fatigue syndrome</li><li>• epistaxis (nose bleeds)</li><li>• eczema</li><li>• period pain</li><li>• travel sickness</li><li>• diabetes.</li></ul>	<i>Medical Maintenance - General tab - Page 1 sub-tab (on page 27).</i>
Maintain general medical information including: <ul style="list-style-type: none"><li>• allergic rhinitis (hay fever, pollenosis)</li><li>• chicken pox</li><li>• enuresis (bed wetting)</li><li>• haemophilia (blood coagulant deficiency)</li><li>• heart conditions</li><li>• hepatitis</li><li>• measles</li><li>• mumps</li><li>• rubella.</li></ul>	<i>Medical Maintenance - General tab - Page 2 sub-tab (on page 30).</i>

What you can do...	See...
<p>Maintain general medical information including:</p> <ul style="list-style-type: none"><li>• nephritis or urinary tract infections</li><li>• recurrent ear infections</li><li>• respiratory disorders</li><li>• rheumatic fever</li><li>• skin complaints</li><li>• whooping cough (pertussis)</li><li>• ADD (Attention Deficit Disorder)</li><li>• ADHD (Attention Deficit Hyperactivity Disorder)</li><li>• psychological matters</li><li>• blackouts</li><li>• blood disorders.</li></ul>	<p><i>Medical Maintenance - General tab - Page 3 sub-tab (on page 33).</i></p>
<p>Maintain general medical information including:</p> <ul style="list-style-type: none"><li>• sleep walking</li><li>• notified medical alerts.</li></ul>	<p><i>Medical Maintenance - General tab - Page 4 sub-tab (on page 37).</i></p>



## Medical Maintenance - General tab - Page 1 sub-tab

Use the **Page 1** sub-tab of the **General** tab to maintain general medical information including:

- glandular fever
- chronic fatigue syndrome
- epistaxis (nose bleeds)
- eczema
- period pain
- travel sickness
- diabetes.

The **Page 1** sub-tab is displayed when you navigate to the **General** tab.

**Tip:** Flags are automatically selected when you save the medical details record and you have typed information into the corresponding fields.

## Opening the Page 1 sub-tab

To open the **Page 1** sub-tab of the **General** tab:

1. Open the **Medical** tab from one of the following maintenance windows:
    - **Current Student Maintenance.** See *Current Student Maintenance - Medical tab* in the Current students manual.
    - **Future Student Maintenance.** See *Future Student Maintenance - Medical tab* in the Future students manual.
    - **Past Student Maintenance.** See *Past Student Maintenance - Medical tab* in the Past students manual.
    - **Staff Maintenance.** See *Staff Maintenance - Medical tab* in the Human resources manual.
  2. Click **Medical Details**.
- The **Summary** tab of the **Medical Maintenance** window is displayed.
3. Click the **General** tab.

**Page 1** of the **General** tab of the **Medical Maintenance** window is displayed.

Medical Maintenance [Ackland, Larissa]: 2012 Semester 1

[Ackland, Larissa] ID: 11009

Summary Incidents Consent/Insurance Immunisation **General** Hearing/Eyes/Speech Other Asthma

Page1 Page2 Page3 Page4

Page 1

☒ Glandular Fever  
Glandular Fever 4 months 2011

☐ Chronic Fatigue

☒ Epistaxis  
Suffers from occasional nose-bleeds.

☐ Eczema

☒ Period Pain  
Asprin to be given.

☒ Travel Sickness  
Must sit at front of bus.

☐ Diabetes

Criteria... < Back Next > OK Exit

**Medical Maintenance - General tab - Page 1 sub-tab key fields**

Field	Description
<b>Glandular Fever</b>	Select if the person has been diagnosed as suffering from glandular fever. Enter additional comments as required.
<b>Chronic Fatigue</b>	Select if the person has been diagnosed as suffering from chronic fatigue syndrome. Enter additional comments as required.
<b>Epistaxis</b>	Select if the person suffers from nosebleeds. Enter additional comments as required.
<b>Eczema</b>	Select if the person suffers from eczema. Enter additional comments as required.
<b>Period Pain</b>	Select if the person suffers from period pain. Enter additional comments as required.
<b>Travel Sickness</b>	Select if the person suffers from travel motion sickness. Enter additional comments as required.
<b>Diabetes</b>	Select if the person has been diagnosed with a sugar intolerance or diabetes. Enter additional comments as required.

## Medical Maintenance - General tab - Page 2 sub-tab

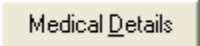
Use the **Page 2** sub-tab of the **General** tab to maintain general medical information including:

- allergic rhinitis (hay fever, pollenitis)
- chicken pox
- enuresis (bed wetting)
- haemophilia (blood coagulation deficiency)
- heart conditions
- hepatitis
- measles
- mumps
- rubella.

**Tip:** Flags are automatically selected when you save the medical details record and you have typed information into the corresponding fields.

## Opening the Page 2 sub-tab

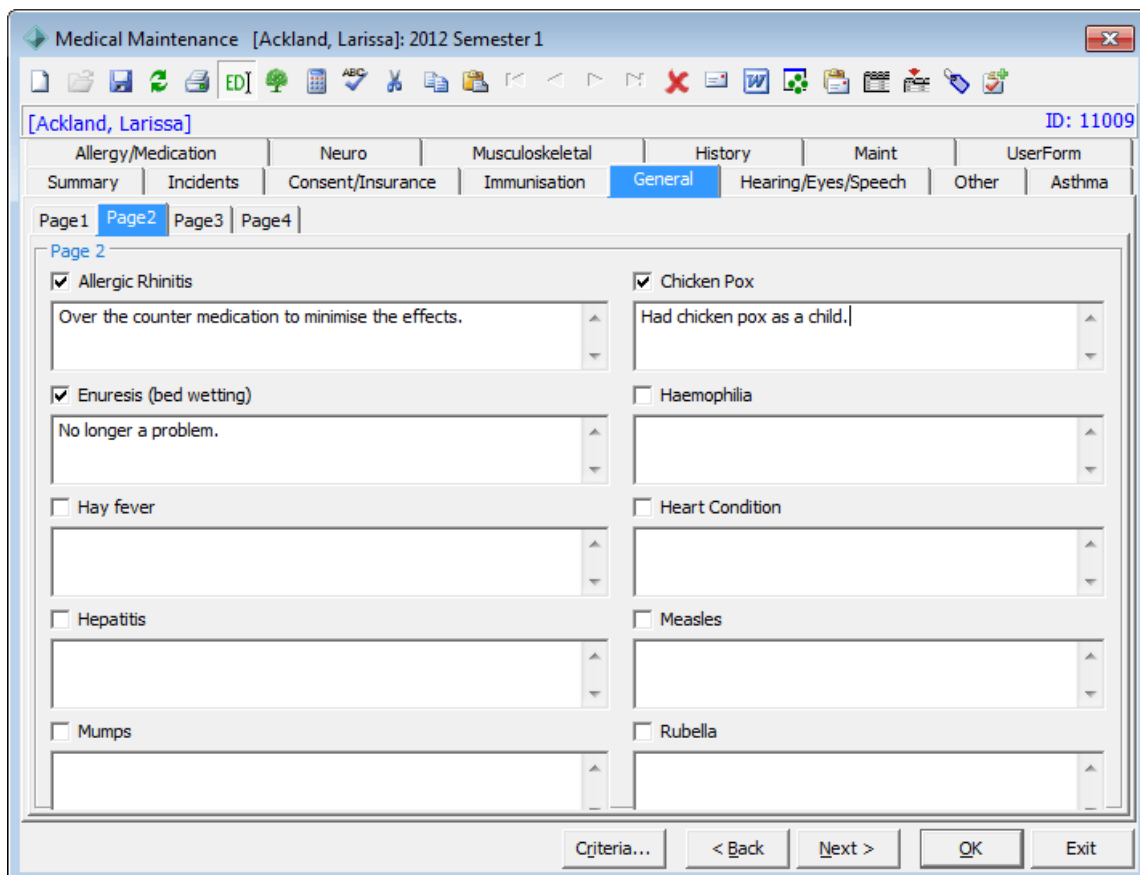
To open the **Page 2** sub-tab of the **General** tab:

- Open the **Medical** tab from one of the following maintenance windows:
  - Current Student Maintenance.** See *Current Student Maintenance - Medical tab* in the Current students manual.
  - Future Student Maintenance.** See *Future Student Maintenance - Medical tab* in the Future students manual.
  - Past Student Maintenance.** See *Past Student Maintenance - Medical tab* in the Past students manual.
  - Staff Maintenance.** See *Staff Maintenance - Medical tab* in the Human resources manual.
- Click .
 

The **Summary** tab of the **Medical Maintenance** window is displayed.
- Click the **General** tab.
 

**Page 1** of the **General** tab of the **Medical Maintenance** window is displayed.
- Click the **Page 2** sub-tab.
 

**Page 2** of the **General** tab of the **Medical Maintenance** window is displayed.



Medical Maintenance [Ackland, Larissa]: 2012 Semester 1 ID: 11009

[Ackland, Larissa]

Summary Incidents Consent/Insurance Immunisation **General** Hearing/Eyes/Speech Other Asthma

Page1 **Page2** Page3 Page4

Page 2

☒ Allergic Rhinitis  
Over the counter medication to minimise the effects.

☒ Chicken Pox  
Had chicken pox as a child.

☒ Enuresis (bed wetting)  
No longer a problem.

☐ Haemophilia

☐ Hay fever

☐ Heart Condition

☐ Hepatitis

☐ Measles

☐ Mumps

☐ Rubella

Criteria... < Back Next > OK Exit

**Medical Maintenance - General tab - Page 2 sub-tab key fields**

Field	Description
<b>Allergic Rhinitis</b>	<p>Select if the person has been diagnosed as suffering from allergic rhinitis, which is an allergic reaction to airborne particles that primarily affect the nose and eyes.</p> <p>There are two types of allergic rhinitis:</p> <ul style="list-style-type: none"> <li>seasonal allergic rhinitis (hay fever)</li> <li>perennial allergic rhinitis, which occurs all year round.</li> </ul> <p>Enter additional comments as required.</p>
<b>Chicken Pox</b>	Select if the person has contracted chicken pox. Enter additional comments as required.
<b>Enuresis</b>	<p>Select if the person wets their bed.</p> <p>Enter additional comments as required. For example, special requirements may be needed for school camps, particularly to ensure that the student does not become distressed during their camp experience.</p>
<b>Haemophilia</b>	<p>Select if the person has been diagnosed as suffering from haemophilia, which results in impaired blood clotting.</p> <p>Enter additional comments as required. For example, special requirements may be needed for school camps.</p>
<b>Hay Fever</b>	<p>Select if the person has been diagnosed as suffering from seasonal allergic rhinitis. Enter additional comments as required.</p> <p>Also, see <b>Allergic Rhinitis</b> above.</p>
<b>Heart Condition</b>	Select if the person has been diagnosed as suffering from a heart condition. Enter additional comments as required.
<b>Hepatitis</b>	Select if the person has been diagnosed as having liver inflammation. Enter additional comments as required.
<b>Measles</b>	<p>Select if the person has been diagnosed as having been infected by the measles virus, paramyxovirus.</p> <p>Enter additional comments as required.</p>
<b>Mumps</b>	<p>Select if the person has been diagnosed as having been infected by the mumps virus, typically causing inflammation of the salivary glands.</p> <p>Enter additional comments as required.</p>
<b>Rubella</b>	<p>Select if the person has been diagnosed as having been infected by the Rubella virus.</p> <p>Enter additional comments as required.</p>

## Medical Maintenance - General tab - Page 3 sub-tab

Use the **Page 3** sub-tab of the **General** tab to maintain general medical information including:

- nephritis / urinary tract infection
- recurrent ear infections
- respiratory disorders
- rheumatic fever
- skin complaints
- whooping cough (pertussis)
- ADD (Attention Deficit Disorder)
- ADHD (Attention Deficit Hyperactivity Disorder)
- psychological matters
- blackouts
- blood disorders.

**Tip:** Flags are automatically selected when you save the medical details record and you have typed information into the corresponding fields.

## Opening the Page 3 sub-tab

To open the **Page 3** sub-tab of the **General** tab:

- Open the **Medical** tab from one of the following maintenance windows:
  - Current Student Maintenance.** See *Current Student Maintenance - Medical tab* in the Current students manual.
  - Future Student Maintenance.** See *Future Student Maintenance - Medical tab* in the Future students manual.
  - Past Student Maintenance.** See *Past Student Maintenance - Medical tab* in the Past students manual.
  - Staff Maintenance.** See *Staff Maintenance - Medical tab* in the Human resources manual.
- Click **Medical Details**.  
The **Summary** tab of the **Medical Maintenance** window is displayed.
- Click the **General** tab.  
**Page 1** of the **General** tab of the **Medical Maintenance** window is displayed.
- Click the **Page 3** sub-tab.  
**Page 3** of the **General** tab of the **Medical Maintenance** window is displayed.

Medical Maintenance [Ackland, Larissa]: 2012 Semester 1

ID: 11009

Summary | Incidents | Consent/Insurance | Immunisation | **General** | Hearing/Eyes/Speech | Other | Asthma

Page1 | Page2 | **Page3** | Page4

**Page 3**

<input type="checkbox"/> Nephritis / urinary tract infection	<input type="checkbox"/> Recurrent Ear Infections
<input checked="" type="checkbox"/> Respiratory Had pneumonia but no continuing problems.	<input type="checkbox"/> Rheumatic Fever
<input type="checkbox"/> Skin Complaints	<input type="checkbox"/> Whooping Cough
<input type="checkbox"/> Attention Deficit Disorder	<input checked="" type="checkbox"/> Psychological Seeing school counsellor regarding exam stress.
<input checked="" type="checkbox"/> Blackouts Occasionally faints during hot weather.	<input type="checkbox"/> Blood Disorders

Criteria... < Back Next > OK Exit



**Medical Maintenance - General tab - Page 3 sub-tab key fields**

Field	Description
<b>Nephritis / Urinary Tract Infection</b>	<p>Select if the person has been diagnosed as suffering from either:</p> <ul style="list-style-type: none"> <li>inflammation of the one or both kidneys</li> <li>a urinary tract infection.</li> </ul> <p>Enter additional comments as required.</p>
<b>Recurrent Ear Infections</b>	<p>Select if the person has suffered ear infections on a recurring basis.</p> <p>Enter additional comments as required.</p>
<b>Respiratory</b>	<p>Select if the person has been diagnosed as suffering from one or more respiratory ailments, such as:</p> <ul style="list-style-type: none"> <li>respiratory tract infections</li> <li>lung diseases</li> <li>breathing disorders</li> <li>nose and throat problems</li> <li>asthma.</li> </ul> <p>To maintain asthma-related information, see <i>Medical Maintenance - Asthma tab</i> (on page 45).</p> <p>Enter additional comments as required.</p>
<b>Rheumatic Fever</b>	<p>Select if the person has been diagnosed as suffering from rheumatic fever.</p> <p>Rheumatic fever is a systemic disease affecting the peri-arteriolar connective tissue and can occur after an untreated group A streptococcal throat infection.</p> <p>Enter additional comments as required.</p>
<b>Skin Complaints</b>	<p>Select if the person has been diagnosed as suffering from one or more skin complaints, such as:</p> <ul style="list-style-type: none"> <li>eczema</li> <li>dermatitis</li> <li>psoriasis</li> <li>acne</li> <li>rosacea</li> <li>dry or cracked skin</li> <li>vitiligo (leukoderma)</li> <li>warts and veruccas</li> <li>impetigo.</li> </ul> <p>You can maintain eczema-related information on the <b>Page 1</b> sub-tab of the <b>General</b> tab. See <i>Medical Maintenance - General tab - Page 1 sub-tab</i> (on page 27).</p> <p>Enter additional comments as required.</p>

Field	Description
<b>Whooping Cough</b>	<p>Select if the person has been diagnosed as suffering from whooping cough (Pertussis). This is a highly contagious disease caused by the bacterium <i>Bordetella pertussis</i>.</p> <p>Enter additional comments as required.</p>
<b>Attention Deficit Disorder</b>	<p>Select if the person has been diagnosed with a neurobehavioural developmental disorder:</p> <ul style="list-style-type: none"> <li>• ADD</li> <li>• ADHD.</li> </ul> <p>Enter additional comments as required.</p>
<b>Psychological</b>	<p>Select if the person has:</p> <ul style="list-style-type: none"> <li>• major issues related to daily life, such as family problems</li> <li>• required treatment for mental health problems.</li> </ul> <p>Enter additional comments as required.</p>
<b>Blackouts</b>	<p>Select if the person has suffered from blackouts, usually as a result of:</p> <ul style="list-style-type: none"> <li>• syncope (loss of consciousness from a global loss of cerebral blood pressure)</li> <li>• epileptic seizures.</li> </ul> <p>Enter additional comments as required.</p>
<b>Blood Disorders</b>	<p>Select if the person has been diagnosed with a blood disorder.</p> <p>Enter additional comments as required.</p>

## Medical Maintenance - General tab - Page 4 sub-tab

Use the **Page 4** sub-tab of the **General** tab to maintain general medical information including:

- sleep walking
- notified medical alerts.

**Tip:** Flags are automatically selected when you save the medical details record and you have typed information into the corresponding fields.

## Opening the Page 4 sub-tab

To open the **Page 4** sub-tab of the **General** tab:

1. Open the **Medical** tab from one of the following maintenance windows:
  - **Current Student Maintenance.** See *Current Student Maintenance - Medical tab* in the Current students manual.
  - **Future Student Maintenance.** See *Future Student Maintenance - Medical tab* in the Future students manual.
  - **Past Student Maintenance.** See *Past Student Maintenance - Medical tab* in the Past students manual.
  - **Staff Maintenance.** See *Staff Maintenance - Medical tab* in the Human resources manual.

2. Click .

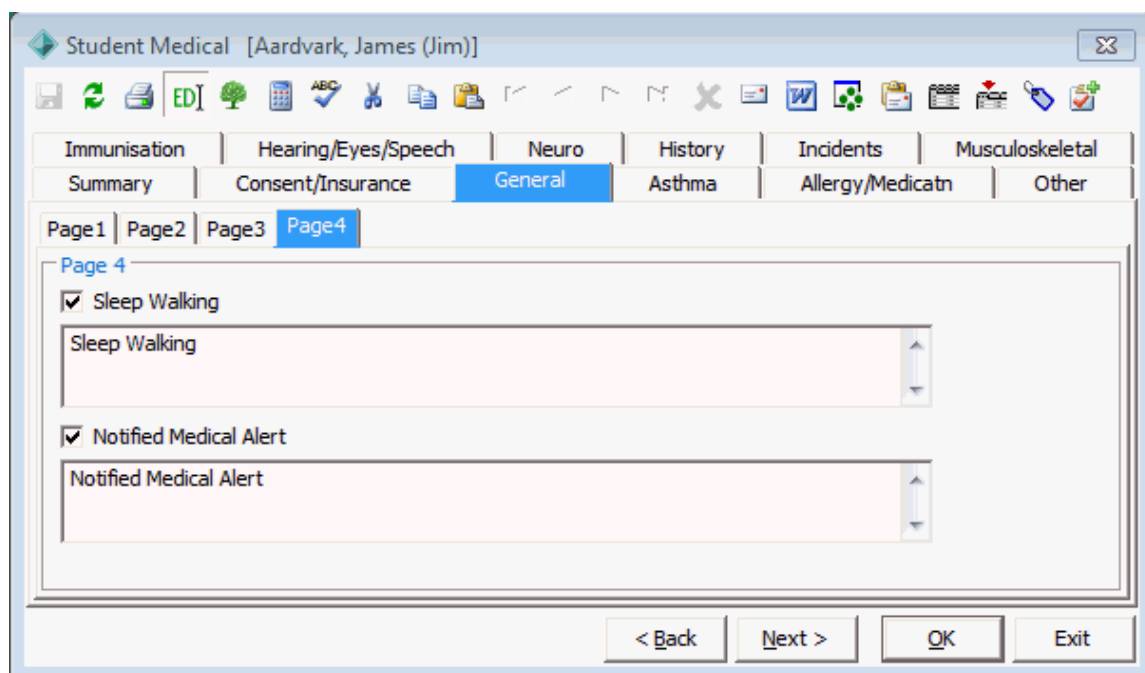
The **Summary** tab of the **Medical Maintenance** window is displayed.

3. Click the **General** tab.

**Page 1** of the **General** tab of the **Medical Maintenance** window is displayed.

4. Click the **Page 4** sub-tab.

**Page 4** of the **General** tab of the **Medical Maintenance** window is displayed.



The screenshot shows the 'Student Medical' window for 'Aardvark, James (Jim)'. The window has a menu bar with options like 'Immunisation', 'Hearing/Eyes/Speech', 'Neuro', 'History', 'Incidents', and 'Musculoskeletal'. Below the menu bar, there are tabs for 'Summary', 'Consent/Insurance', 'General', 'Asthma', 'Allergy/Medicatn', and 'Other'. The 'General' tab is selected. Within the 'General' tab, there are sub-tabs for 'Page1', 'Page2', 'Page3', and 'Page4'. The 'Page4' sub-tab is selected. The 'Page 4' section contains two checked items: 'Sleep Walking' and 'Notified Medical Alert'. Each item has a corresponding text field below it. At the bottom of the window, there are buttons for '< Back', 'Next >', 'OK', and 'Exit'.

**Medical Maintenance - General tab - Page 4 sub-tab key fields**

Field	Description
<b>Sleep Walking</b>	Select if the person has suffered from sleep walking. This is a sleep disorder where the sufferer engages in activities that are normally associated with wakefulness while they are asleep or in a sleep-like state.  Enter additional comments as required.
<b>Notified Medical Alert</b>	Select if the person has a medical alert device. During an emergency the person pushes the button on their medical alert device and a notification is sent to the service provider.  Enter additional comments as required.

## Medical Maintenance - Hearing/Eyes/Speech tab

Use the **Hearing/Eyes/Speech** tab to maintain information on:

- hearing test results
- eyesight test results
- speech test results
- the use of:
  - a hearing aid
  - glasses and/or contact lenses.

**Tip:** Flags are automatically selected when you save the medical details record and you have typed information into the corresponding fields.

## Opening the Hearing/Eyes/Speech tab

To open the **Hearing/Eyes/Speech** tab:

1. Open the **Medical** tab from one of the following maintenance windows:
    - **Current Student Maintenance.** See *Current Student Maintenance - Medical tab* in the Current students manual.
    - **Future Student Maintenance.** See *Future Student Maintenance - Medical tab* in the Future students manual.
    - **Past Student Maintenance.** See *Past Student Maintenance - Medical tab* in the Past students manual.
    - **Staff Maintenance.** See *Staff Maintenance - Medical tab* in the Human resources manual.
  2. Click **Medical Details**.
- The **Summary** tab of the **Medical Maintenance** window is displayed.
3. Click the **Hearing/Eyes/Speech** tab.

The **Hearing/Eyes/Speech** tab of the **Medical Maintenance** window is displayed.

Student Medical [Aardvark, James (Jim)]

Neuro | History | Incidents | Musculoskeletal

Summary | Consent/Insurance | General | Asthma | Allergy/Medicatn | Other | Immunisation | **Hearing/Eyes/Speech**

**Hearing**

☒ Hearing Test Date: 29/06/2011 ☒ Hearing Aid

Hearing Test Result: some loss in lower registers

**Eyes**

☒ Eye Test Date: 13/07/2011 ☒ Glasses ☒ Contact Lenses

Eye Test Result: myopia

**Speech**

☒ Speech Test Date: 12/07/2011 ☐ Speech Impairment

Speech Test Result: normal speech

< Back Next > OK Exit

**Medical Maintenance - Hearing/Eyes/Speech tab key fields****Hearing area fields**

Field	Description
<b>Hearing Test Result</b>	Select if a hearing test has been performed. Enter the date and test results, as required.
<b>Hearing Aid</b>	Select if the person uses a hearing aid.

**Eyes area fields**

Field	Description
<b>Eye Test Result</b>	Select if an eye test has been performed. Enter the date and test results, as required.
<b>Glasses / Contact Lenses</b>	Select if the person is using glasses or contact lenses.

**Speech area fields**

Field	Description
<b>Speech Test Result</b>	Select if a speech test has been performed. Enter the date and test results, as required.
<b>Speech Impairment</b>	Select if speech impairment has been diagnosed.

## Medical Maintenance - Other tab

Use the **Other** tab to maintain general information that may have a bearing on the community member's wellbeing, including:

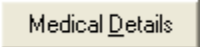
- family background
- emotional problems
- religious requirements
- dietary considerations
- disabilities
- miscellaneous matters.

**Tip:** Flags are automatically selected when you save the medical details record and you have typed information into the corresponding fields.

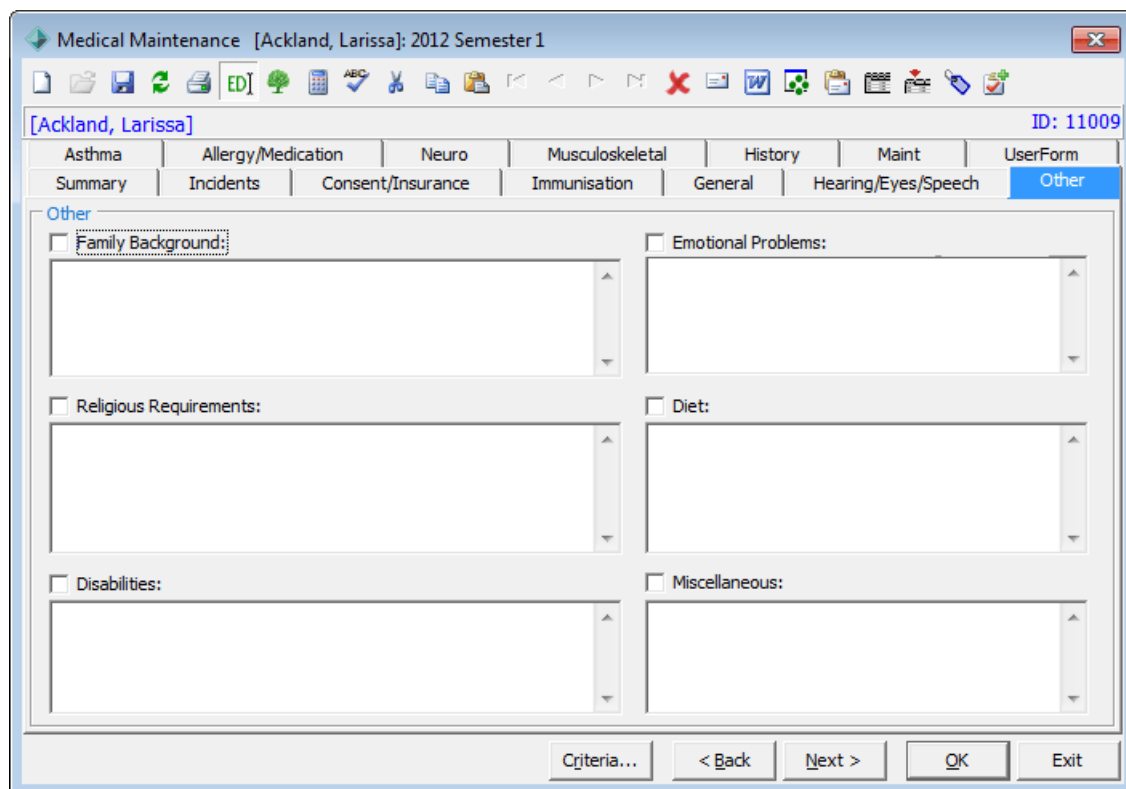


## Opening the Other tab

To open the **Other** tab:

1. Open the **Medical** tab from one of the following maintenance windows:
    - **Current Student Maintenance.** See *Current Student Maintenance - Medical tab* in the Current students manual.
    - **Future Student Maintenance.** See *Future Student Maintenance - Medical tab* in the Future students manual.
    - **Past Student Maintenance.** See *Past Student Maintenance - Medical tab* in the Past students manual.
    - **Staff Maintenance.** See *Staff Maintenance - Medical tab* in the Human resources manual.
  2. Click .
- The **Summary** tab of the **Medical Maintenance** window is displayed.
3. Click the **Other** tab.

The **Other** tab of the **Medical Maintenance** window is displayed.



The screenshot shows the 'Medical Maintenance' window for '[Ackland, Larissa]: 2012 Semester 1'. The window has a toolbar with various icons and a tabbed interface. The 'Other' tab is selected, showing a form with several sections, each with a checkbox and a text area:

- ☐ Family Background:
- ☐ Emotional Problems:
- ☐ Religious Requirements:
- ☐ Diet:
- ☐ Disabilities:
- ☐ Miscellaneous:

At the bottom of the window are buttons for 'Criteria...', '< Back', 'Next >', 'OK', and 'Exit'.

**Medical Maintenance - Other tab key fields**

Field	Description
<b>Family Background</b>	Summarise the family background that may impact on the schooling of the student or work of a staff member.
<b>Emotional Problems</b>	Summarise any emotional problems that may impact on their schooling or work.
<b>Religious Requirements</b>	Outline any religious requirements that need to be taken into account. For example, only being able to eat kosher meat while at the school camp.
<b>Diet</b>	Outline special dietary needs.
<b>Disabilities</b>	List any disabilities that may affect their schooling or work.
<b>Disability level</b>	Select the extent to which the disability affects their schooling or work.
<b>Miscellaneous</b>	Outline other information that may impact the community member.

## Medical Maintenance - Asthma tab

Use the **Asthma** tab to maintain the details of an asthma condition for the following community members:

- current, future and past students
- staff.

The **Asthma** tab has four sub-tabs:

- **General** sub-tab
- **Medication** sub-tab
- **Symptoms** sub-tab
- **Action** sub-tab.

Medical details are restricted to those with confidential record privileges.

### What you can do:

What you can do...	See...
Maintain information about: <ul style="list-style-type: none"> <li>• whether the person has an asthma condition</li> <li>• the severity of the condition</li> <li>• the most recent hospitalisation</li> <li>• additional details</li> <li>• any triggers</li> <li>• respiratory flow rate measurements below which external intervention is required.</li> </ul>	<i>Medical Maintenance - Asthma tab - General sub-tab</i> (on page 47).
Maintain information about asthma medication: <ul style="list-style-type: none"> <li>• regularly required by the person</li> <li>• required by the person before they undertake exercise</li> <li>• taken by the person:               <ul style="list-style-type: none"> <li>– as a preventative</li> <li>– to relieve the symptoms.</li> </ul> </li> </ul>	<i>Medical Maintenance - Asthma tab - Medication sub-tab</i> (on page 50).

What you can do...	See...
<p>Maintain information about:</p> <ul style="list-style-type: none"><li>• asthma symptoms that are usual</li><li>• symptoms that indicate a worsening of the asthma attack</li><li>• further information about specific symptoms such as wheezing, chest tightness, coughing and breathing difficulty</li><li>• other relevant information.</li></ul>	<p><i>Medical Maintenance - Asthma tab - Symptoms sub-tab</i> (on page 53).</p>
<p>Maintain information about:</p> <ul style="list-style-type: none"><li>• whether to treat a patient suffering an asthma attack according to the policy at a regional level or at your organisation, or based on the specific instructions included</li><li>• the agreed action plan for the person.</li></ul>	<p><i>Medical Maintenance - Asthma tab - Action sub-tab</i> (on page 56).</p>

## Medical Maintenance - Asthma tab - General sub-tab

Use the **General** sub-tab of the **Asthma** tab to maintain information about:

- whether the person has an asthma condition
- the severity of the condition
- the most recent hospitalisation
- additional details
- any triggers
- respiratory flow rate measurements below which external intervention is required.

The **General** sub-tab is displayed when you navigate to the **Asthma** tab.

## Opening the General sub-tab

To open the **General** sub-tab of the **Asthma** tab:

1. Open the **Medical** tab from one of the following maintenance windows:
    - **Current Student Maintenance.** See *Current Student Maintenance - Medical tab* in the Current students manual.
    - **Future Student Maintenance.** See *Future Student Maintenance - Medical tab* in the Future students manual.
    - **Past Student Maintenance.** See *Past Student Maintenance - Medical tab* in the Past students manual.
    - **Staff Maintenance.** See *Staff Maintenance - Medical tab* in the Human resources manual.
  2. Click **Medical Details**.
- The **Summary** tab of the **Medical Maintenance** window is displayed.
3. Click the **Asthma** tab.

The **General** sub-tab of the **Asthma** tab of the **Medical Maintenance** window is displayed.

Student Medical [Aardvark, James (Jim)]

Immunisation | Hearing/Eyes/Speech | Neuro | History | Incidents | Musculoskeletal  
Summary | Consent/Insurance | General | **Asthma** | Allergy/Medicatn | Other

**General** | Medication | Symptoms | Action

☒ Asthma  
Category: Severe Last Hospitalisation Date: 4/07/2011  
Triggers: There was a trigger - Hay Fever  
Details: I would love to supply more details but I could not - it is privet issue.

**Flow Rates**  
Normal Peak: 1 Low Peak: 2 Doctor Peak: 3

< Back Next > OK Exit

**Medical Maintenance - Asthma tab - General sub-tab key fields**

Field	Description
<b>Asthma</b>	Select if the community member has been diagnosed with asthma.
<b>Category</b>	Severity of asthma attacks.  The severity of attacks is maintained in the <b>luAsthmaCategory</b> lookup table. See <i>Maintaining lookup tables</i> in the System maintenance manual.
<b>Last Hospitalisation Date</b>	Specify the date, if hospitalised with an asthma attack.
<b>Triggers</b>	List the events or types of weather that are thought to trigger attacks.
<b>Details</b>	Additional details of the asthma that the student suffers from.
<b>Normal Peak</b>	Normal peak flow rate when they are not having an asthma attack.
<b>Low Peak</b>	Peak flow rate below which hospitalisation is required.
<b>Doctor Peak</b>	Peak flow rate below which the community member is referred to their doctor.

## Medical Maintenance - Asthma tab - Medication sub-tab

Use the **Medication** sub-tab of the **Asthma** tab to maintain information about asthma medication:

- regularly required by the person
- required by the person before they undertake exercise
- taken by the person:
  - as a preventative
  - to relieve the symptoms.

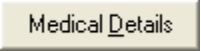
**Tip:** Flags are automatically selected when you save the medical details record and you have typed information into the corresponding fields.



## Opening the Medication sub-tab

To open the **Medication** sub-tab of the **Asthma** tab:

1. Open the **Medical** tab from one of the following maintenance windows:
  - **Current Student Maintenance.** See *Current Student Maintenance - Medical tab* in the Current students manual.
  - **Future Student Maintenance.** See *Future Student Maintenance - Medical tab* in the Future students manual.
  - **Past Student Maintenance.** See *Past Student Maintenance - Medical tab* in the Past students manual.
  - **Staff Maintenance.** See *Staff Maintenance - Medical tab* in the Human resources manual.

2. Click .

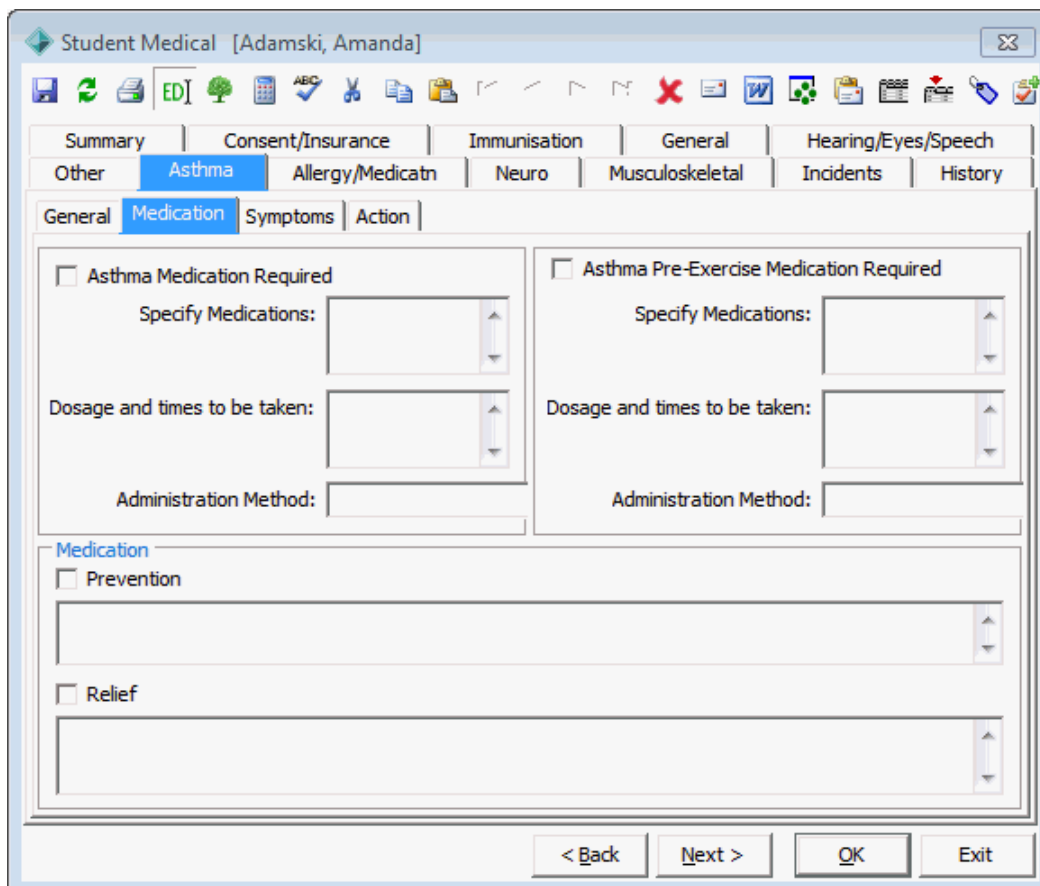
The **Summary** tab of the **Medical Maintenance** window is displayed.

3. Click the **Asthma** tab.

The **General** sub-tab of the **Asthma** tab of the **Medical Maintenance** window is displayed.

4. Click the **Medication** sub-tab.

The **Medication** sub-tab of the **Asthma** tab of the **Medical Maintenance** window is displayed.



The screenshot shows the 'Student Medical [Adamski, Amanda]' window. The 'Asthma' tab is selected in the main menu. Within the 'Asthma' tab, the 'Medication' sub-tab is active. The window contains two main sections for medication management:

- Asthma Medication Required:** Includes a checkbox, a text area for 'Specify Medications:', a text area for 'Dosage and times to be taken:', and a text area for 'Administration Method:'.
- Asthma Pre-Exercise Medication Required:** Includes a checkbox, a text area for 'Specify Medications:', a text area for 'Dosage and times to be taken:', and a text area for 'Administration Method:'.

Below these sections, there is a 'Medication' section with two checkboxes: 'Prevention' and 'Relief', each followed by a text area for specifying details. At the bottom of the window are buttons for '< Back', 'Next >', 'OK', and 'Exit'.

## Medical Maintenance - Asthma tab - Medication sub-tab key fields

### Asthma Medication Required area fields

Field	Description
<b>Asthma Medication Required</b>	Select if medication is required by the community member.
<b>Specify Medications</b>	Name of the medication required.
<b>Dosage and times to be taken</b>	Dosage and frequency, for example one tablet three times daily.
<b>Administration method</b>	How the medication is administered, for example injection or tablet.  This is maintained in the <b>luMedicationAdministration</b> lookup table. See <i>Maintaining lookup tables</i> in the System maintenance manual.

### Asthma Pre-Exercise Medication Required area fields

Field	Description
<b>Asthma Pre-Exercise Medication Required</b>	Select if medication is required by the community member, before commencing any exercise.
<b>Specify Medications</b>	Name of the medication required.
<b>Dosage and times to be taken</b>	Dosage and frequency, for example one tablet three times daily.
<b>Administration method</b>	How the medication is administered, for example injection or tablet.  This is maintained in the <b>luMedicationAdministration</b> lookup table. See <i>Maintaining lookup tables</i> in the System maintenance manual.

### Medication area fields

Field	Description
<b>Prevention</b>	Select if medication is used to prevent asthma attacks.  Specify the medication used.
<b>Relief</b>	Select if medication is used for the relief of asthma attacks.  Specify the medication used.

## Medical Maintenance - Asthma tab - Symptoms sub-tab

Use the **Symptoms** sub-tab of the **Asthma** tab to maintain information about:

- symptoms that are usual
- symptoms that indicate a worsening of the asthma attack
- further information about specific symptoms such as wheezing, chest tightness, coughing and breathing difficulty
- other relevant information.

**Tip:** Flags are automatically selected when you save the medical details record and you have typed information into the corresponding fields.

## Opening the Symptoms sub-tab

To open the **Symptoms** sub-tab of the **Asthma** tab:

- Open the **Medical** tab from one of the following maintenance windows:
  - Current Student Maintenance.** See *Current Student Maintenance - Medical tab* in the Current students manual.
  - Future Student Maintenance.** See *Future Student Maintenance - Medical tab* in the Future students manual.
  - Past Student Maintenance.** See *Past Student Maintenance - Medical tab* in the Past students manual.
  - Staff Maintenance.** See *Staff Maintenance - Medical tab* in the Human resources manual.
- Click **Medical Details**.  
The **Summary** tab of the **Medical Maintenance** window is displayed.
- Click the **Asthma** tab.  
The **General** sub-tab of the **Asthma** tab of the **Medical Maintenance** window is displayed.
- Click the **Symptoms** sub-tab.  
The **Symptoms** sub-tab of the **Asthma** tab of the **Medical Maintenance** window is displayed.

The screenshot shows the 'Medical Maintenance' window for 'Abbot, Aden' in '2013 Semester 1'. The window has a toolbar with various icons and a tabbed interface. The 'Asthma' tab is selected, and within it, the 'Symptoms' sub-tab is active. The 'Symptoms' sub-tab contains a grid of checkboxes and text input fields for recording symptoms. The checkboxes are arranged in two columns: 'Usual' and 'Worsening' on the left, and 'Wheezing', 'Chest Tightness', 'Coughing', 'Breathing Difficulty', 'Talking Difficulty', and 'Other Asthma' on the right. Each checkbox is followed by a text input field with a vertical scrollbar. At the bottom of the window, there are four buttons: '< Back', 'Next >', 'OK', and 'Exit'.

**Medical Maintenance - Asthma tab - Symptoms sub-tab key fields**

Field	Description
<b>Usual</b>	Select if a description of usual symptoms is specified. Specify the usual symptoms shown during a mild asthma attack.
<b>Worsening</b>	Select if a description of worsening symptoms is specified. Specify the worsening symptoms.
<b>Wheezing</b>	Select if wheezing is a typical symptom. Specify the nature of the wheezing.
<b>Chest Tightness</b>	Select if chest tightness is a typical symptom. Specify the nature of the chest tightness.
<b>Coughing</b>	Select if coughing is a typical symptom. Specify the nature of the coughing.
<b>Breathing Difficulty</b>	Select if breathing difficulty is a typical symptom. Specify the nature of the breathing difficulty.
<b>Talking Difficulty</b>	Select if talking difficulty is a typical symptom. Specify the nature of the talking difficulty.
<b>Other Asthma</b>	Select if the sufferer has any other symptoms. Specify the details of the other symptoms.

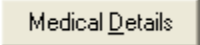
## Medical Maintenance - Asthma tab - Action sub-tab

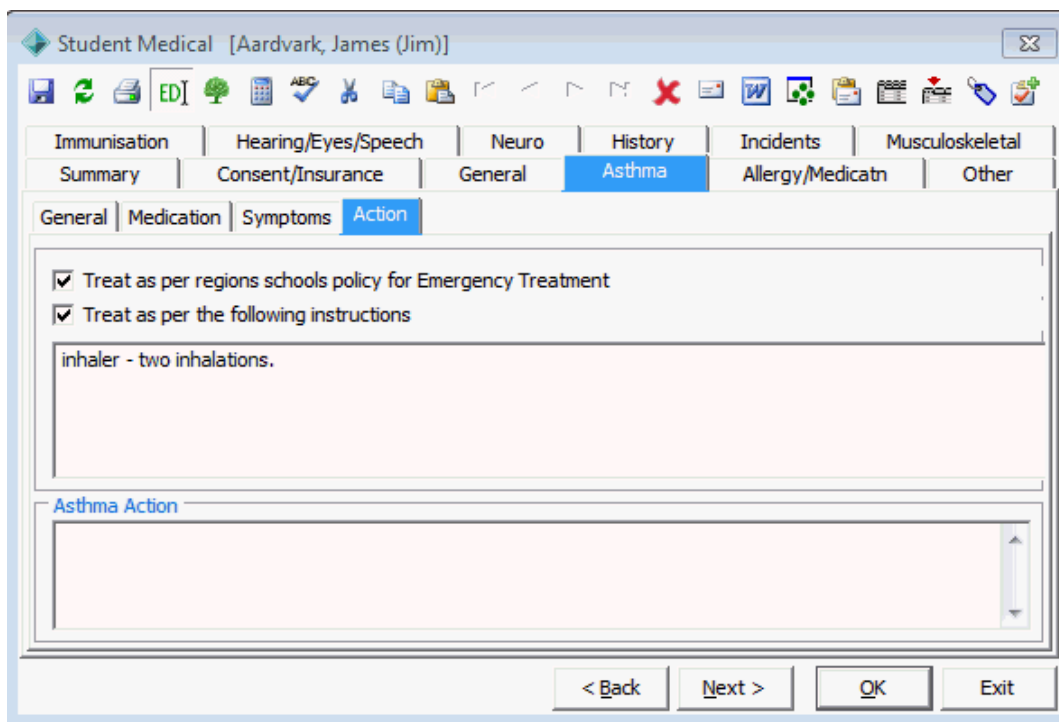
Use the **Action** sub-tab of the **Asthma** tab to maintain information about:

- whether to treat a patient suffering an asthma attack according to the policy at a regional level or at your organisation, or based on the specific instructions included
- the agreed action plan for the person.

## Opening the Action sub-tab

To open the **Action** sub-tab of the **Asthma** tab:

1. Open the **Medical** tab from one of the following maintenance windows:
  - **Current Student Maintenance.** See *Current Student Maintenance - Medical tab* in the Current students manual.
  - **Future Student Maintenance.** See *Future Student Maintenance - Medical tab* in the Future students manual.
  - **Past Student Maintenance.** See *Past Student Maintenance - Medical tab* in the Past students manual.
  - **Staff Maintenance.** See *Staff Maintenance - Medical tab* in the Human resources manual.
2. Click .  
The **Summary** tab of the **Medical Maintenance** window is displayed.
3. Click the **Asthma** tab.  
The **General** sub-tab of the **Asthma** tab of the **Medical Maintenance** window is displayed.
4. Click the **Action** sub-tab.  
The **Action** sub-tab of the **Asthma** tab of the **Medical Maintenance** window is displayed.



Student Medical [Aardvark, James (Jim)]

Immunisation | Hearing/Eyes/Speech | Neuro | History | Incidents | Musculoskeletal  
Summary | Consent/Insurance | General | **Asthma** | Allergy/Medicatn | Other

General | Medication | Symptoms | **Action**

☒ Treat as per regions schools policy for Emergency Treatment  
☒ Treat as per the following instructions

inhaler - two inhalations.

Asthma Action

< Back | Next > | OK | Exit

**Medical Maintenance - Asthma tab - Action sub-tab key fields**

Field	Description
<b>Treat as per regions schools policy for Emergency Treatment</b>	Select if the emergency treatment of the person should be done according to the policy at either: <ul style="list-style-type: none"><li>• a regional level</li><li>• your organisation.</li></ul>
<b>Treat as per the following instructions</b>	Select if the sufferer should be treated differently from the regional or your organisation's policy. Specify the instructions for the treatment. <div><b>Tip:</b> Flags are automatically selected when you save the medical details record and you have typed information into the corresponding fields.</div>
<b>Asthma Action</b>	Agreed action plan to follow in the event that the sufferer has an asthma attack whilst at your organisation.

## Medical Maintenance - Allergy/Medication tab

Use the **Allergy/Medication** tab to maintain information on:

- allergies they suffer from and how they should be treated
- medication they are taking at present, including dosage and administration method
- anaphylaxis (severe, life-threatening allergic reactions)
- epinephrine auto-injector (EpiPen).

**Tip:** Flags are automatically selected when you save the medical details record and you have typed information into the corresponding fields.



## Opening the Allergy/Medication tab

To open the **Allergy/Medication** tab:

- Open the **Medical** tab from one of the following maintenance windows:
  - Current Student Maintenance.** See *Current Student Maintenance - Medical tab* in the Current students manual.
  - Future Student Maintenance.** See *Future Student Maintenance - Medical tab* in the Future students manual.
  - Past Student Maintenance.** See *Past Student Maintenance - Medical tab* in the Past students manual.
  - Staff Maintenance.** See *Staff Maintenance - Medical tab* in the Human resources manual.
- Click **Medical Details**.
- Click the **Allergy/Medication** tab.

The **Allergy/Medication** tab of the **Medical Maintenance** window is displayed.

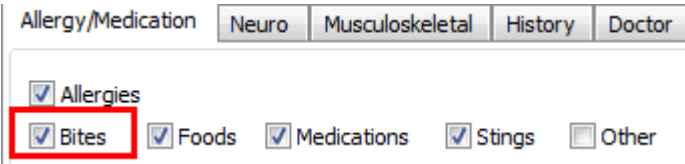
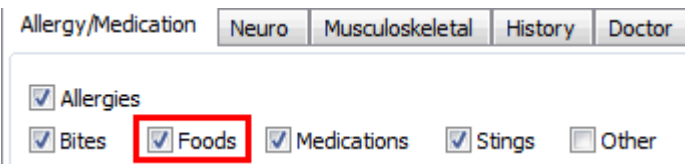
The screenshot shows the 'Medical Maintenance' window for 'Ackland, Larissa' in '2012 Semester 1'. The window has a toolbar with various icons and a tabbed interface. The 'Allergy/Medication' tab is selected. The window is divided into several sections:

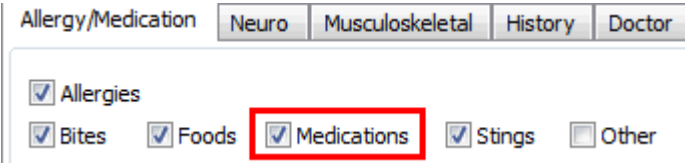
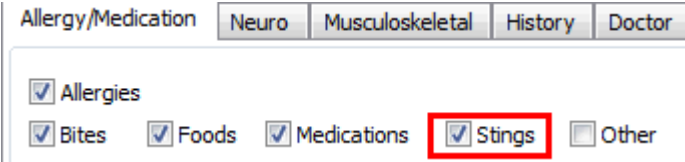
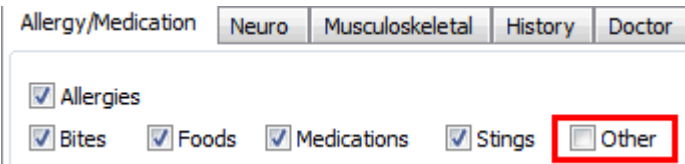
- Summary:** Contains checkboxes for 'Allergies', 'Bites', 'Foods', 'Medications', 'Stings', and 'Other'. The 'Allergies' section is expanded, showing 'Bee venom' in a list box and 'Ice and careful monitoring' in the 'Specify Treatment' field.
- Medications:** Contains a checkbox for 'Medications', a list box with 'Ferrogradumet', a 'Dosage and times to be taken' field with '1 tablet once per day', and an 'Administration Method' dropdown set to 'Oral Medication'.
- Anaphylaxis:** Contains a checkbox for 'Anaphylaxis' and an empty list box.
- Epinephrine Auto-Injector (EpiPen):** Contains a checkbox for 'Epinephrine Auto-Injector (EpiPen)', an 'Expires' date field set to '02/01/2014', and a text field with 'EpiPen kept with student'.

At the bottom of the window are buttons for 'Criteria...', '< Back', 'Next >', 'OK', and 'Exit'.

## Medical Maintenance - Allergy/Medication tab key fields

### Allergy area fields

Field	Description
<b>Allergies</b>	Select if the person suffers from an allergy to food, medication, bites or stings.
<b>Bites</b>	<p>Select if the person is allergic to bites.</p>  <p>Common examples of allergies to bites include:</p> <ul style="list-style-type: none"> <li>• <b>Mosquitoes and march flies.</b> These can cause nasty itchy bites. Serious allergic reactions are very rare, even when the swellings are very large and uncomfortable.</li> <li>• <b>Caterpillars.</b> These can cause severe irritation from touching their spines, which are attached to venom sacs underneath the skin.</li> <li>• <b>Ticks.</b> These can cause occasional life-threatening reactions.</li> <li>• <b>Snakes.</b> Anaphylaxis following snake bites has been reported, although these are very rare.</li> <li>• <b>Bull ants.</b> These can occasionally cause anaphylaxis.</li> </ul>
<b>Foods</b>	<p>Select if the person is allergic to foods.</p>  <p>Common examples of allergies to food include:</p> <ul style="list-style-type: none"> <li>• cow's milk, egg, peanuts, tree nuts (most commonly cashew nut), sesame seed, soy and wheat in young children</li> <li>• peanuts, tree nuts, shellfish, fish, seeds and egg in older children and adults.</li> </ul>

Field	Description
<b>Medications</b>	<p>Select if the person is allergic to medications.</p>  <p>Common examples of allergies to medications include:</p> <ul style="list-style-type: none"> <li>• <b>Penicillin</b> and all related antibiotics.</li> <li>• <b>Cephalosporins</b> and all related antibiotics.</li> <li>• <b>Sulfonamides</b>, including antibiotics, oral diabetes medications and some water pill diuretics.</li> <li>• <b>Non-Steroidal Anti-Inflammatory Drugs (NSAID)</b>, including aspirin, ibuprofen and naproxen. This class of medications can cause allergic and non-allergic flares of hives or swelling, worsen asthma and result in anaphylaxis.</li> </ul>
<b>Stings</b>	<p>Select if the person is allergic to stings.</p>  <p>Common examples of allergies to stings include:</p> <ul style="list-style-type: none"> <li>• <b>Honey Bee</b>. These are the most common cause of allergic reactions.</li> <li>• <b>Paper wasps</b> and <b>European wasps</b>. These can sting multiple times. The more familiar paper wasp is responsible for the majority of serious stings.</li> <li>• <b>Australian Jack Jumper Ant</b>. These are medium-sized black bull ants prevalent down the eastern side of Australia and Tasmania. Its stings cause severe local pain. Severe allergic reactions are much more common than is seen with more common bull ants.</li> <li>• <b>Native Australian bees</b>. These can also cause allergic reactions.</li> <li>• <b>Green Ant of Queensland</b>. These can also cause allergic reactions.</li> </ul>
<b>Other</b>	<p>Select if the person is allergic to an allergen that cannot be categorised into one of the previous categories.</p> 
<b>Details</b>	<p>Specify the allergies the person suffers from.</p> <p>Common examples are listed above for each category.</p>
<b>Specify Treatment</b>	<p>Specify the usual treatments for the allergies listed.</p>

**Medications area fields**

Field	Description
<b>Medications</b>	List the medications the person is taking: <ul style="list-style-type: none"><li>• for medical conditions listed earlier</li><li>• in the event of an allergic reaction.</li></ul>
<b>Dosage and times to be taken</b>	Specify the dosages and times for the medication taken.
<b>Administration Method</b>	Specify the method of administering the medications. Maintain the administration method using the following lookup table <b>luMedicationAdministration</b> . See <i>Maintaining lookup tables</i> in the System maintenance manual.

**Anaphylaxis area fields**

Field	Description
<b>Anaphylaxis</b>	Select if the community member suffers from anaphylaxis (severe, life-threatening allergic reactions).  Specify what could cause the anaphylaxis.  Specify any additional information that may assist in their treatment.

**Epinephrine Auto-Injector (EpiPen) area fields**

Field	Description
<b>Epinephrine Auto-Injector (EpiPen)</b>	Select if the person has an epinephrine auto-injector (EpiPen). Enter additional comments as required.
<b>Expires</b>	Enter the date that the person's EpiPen expires.

## Medical Maintenance - Neuro tab

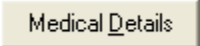
Use the **Neuro** tab to maintain information on:

- head injuries previously sustained
- epileptic and convulsive conditions
- migraines and headaches.

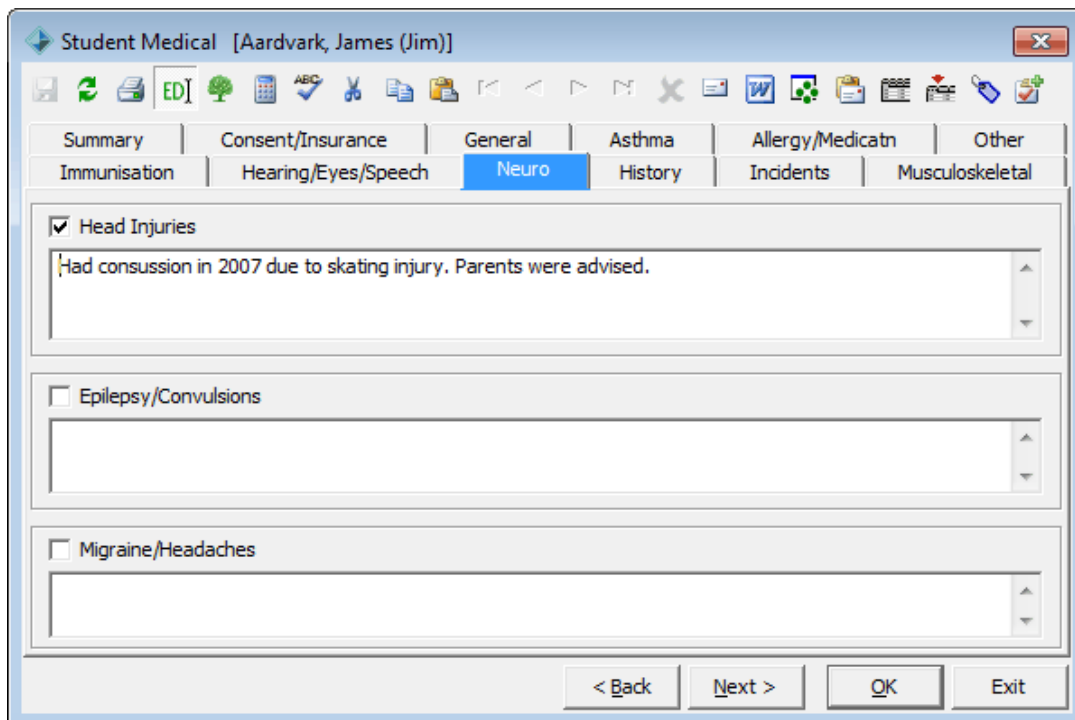
**Tip:** Flags are automatically selected when you save the medical details record and you have typed information into the corresponding fields.

## Opening the Neuro tab

To open the **Neuro** tab:

1. Open the **Medical** tab from one of the following maintenance windows:
    - **Current Student Maintenance.** See *Current Student Maintenance - Medical tab* in the Current students manual.
    - **Future Student Maintenance.** See *Future Student Maintenance - Medical tab* in the Future students manual.
    - **Past Student Maintenance.** See *Past Student Maintenance - Medical tab* in the Past students manual.
    - **Staff Maintenance.** See *Staff Maintenance - Medical tab* in the Human resources manual.
  2. Click .
- The **Summary** tab of the **Medical Maintenance** window is displayed.
3. Click the **Neuro** tab.

The **Neuro** tab of the **Medical Maintenance** window is displayed.



Student Medical [Aardvark, James (Jim)]

Summary | Consent/Insurance | General | Asthma | Allergy/Medicatn | Other  
Immunisation | Hearing/Eyes/Speech | **Neuro** | History | Incidents | Musculoskeletal

☒ Head Injuries  
Had concussion in 2007 due to skating injury. Parents were advised.

☐ Epilepsy/Convulsions

☐ Migraine/Headaches

< Back | Next > | OK | Exit

**Medical Maintenance - Neuro tab key fields**

Field	Description
<b>Head Injuries</b>	Select if the person has ever sustained a head injury. Specify the nature of the injury.
<b>Epilepsy/ Convulsions</b>	Select if the person suffers from epileptic or convulsive conditions. Specify the nature of the epilepsy or convulsions.
<b>Migraine/ Headaches</b>	Select if the person suffers from migraines or headaches. Specify the nature of the migraine or headache.

## Medical Maintenance - Musculoskeletal tab

Use the **Musculoskeletal** tab to maintain information on:

- fractures sustained
- joint problems
- arthritis and scoliosis conditions.

**Tip:** Flags are automatically selected when you save the medical details record and you have typed information into the corresponding fields.



## Opening the Musculoskeletal tab

To open the **Musculoskeletal** tab:

1. Open the **Medical** tab from one of the following maintenance windows:
    - **Current Student Maintenance.** See *Current Student Maintenance - Medical tab* in the Current students manual.
    - **Future Student Maintenance.** See *Future Student Maintenance - Medical tab* in the Future students manual.
    - **Past Student Maintenance.** See *Past Student Maintenance - Medical tab* in the Past students manual.
    - **Staff Maintenance.** See *Staff Maintenance - Medical tab* in the Human resources manual.
  2. Click **Medical Details**.
- The **Summary** tab of the **Medical Maintenance** window is displayed.
3. Click the **Musculoskeletal** tab.

The **Musculoskeletal** tab of the **Medical Maintenance** window is displayed.

Student Medical [Aardvark, James (Jim)]

Summary | Consent/Insurance | General | Asthma | Allergy/Medicatn | Other  
Immunisation | Hearing/Eyes/Speech | Neuro | History | Incidents | **Musculoskeletal**

☐ Fractures

☐ Joints

☐ Arthritis/Scoliosis

< Back   Next >   OK   Exit

**Medical Maintenance - Musculoskeletal tab key fields**

Field	Description
<b>Fractures</b>	Select if the person has ever sustained a fracture. Specify the nature of the injury.
<b>Joints</b>	Select if the person has joint problems. Specify the nature of the problem.
<b>Arthritis / Scoliosis</b>	Select if the person has arthritis or scoliosis. Specify the nature of the problem.

## Medical Maintenance - Incidents tab

**Important note:** The contents of this manual do not constitute medical advice, and should be applied and used as directed by your organisation's medical personnel.

Use the **Incidents** tab to maintain details of medical incidents for the following community members:

- current, future and past students
- staff.

Medical details are restricted to those with confidential record privileges. These details complement the information held on the **Medical** tab.

Any new medical incidents or changes to the incident's details are automatically recorded in corresponding history tables.

### How to:

- Record a medical incident. See *Recording medical incidents* (on page 7).
- Look up an existing medical incident. See *Looking up a prior medical incident* (on page 8).
- Modify an existing medical incident. See *Modifying medical incidents* (on page 10).

### What you can do:

What you can do...	See...
For each medical incident: <ul style="list-style-type: none"> <li>• maintain a summary of the incident</li> <li>• schedule actions to follow up after the incident.</li> </ul>	<i>Medical Maintenance - Incidents tab - Summary sub-tab</i> (on page 70).
For any injuries, maintain: <ul style="list-style-type: none"> <li>• details of the injury sustained</li> <li>• actions taken</li> <li>• witnesses to the incident.</li> </ul>	<i>Medical Maintenance - Incidents tab - Injury Details sub-tab</i> (on page 75).
For each medical incident, maintain details of: <ul style="list-style-type: none"> <li>• correspondence sent home with the student</li> <li>• notifications by phone to parents or guardians</li> <li>• notifications by mail to parents or guardians.</li> </ul>	<i>Medical Maintenance - Incidents tab - Parent / Guardian Notifications sub-tab</i> (on page 79).
For each medical incident, maintain details of notifications to: <ul style="list-style-type: none"> <li>• other staff members at your organisation</li> <li>• workers compensation, in the event that a staff member is injured while at work.</li> </ul>	<i>Medical Maintenance - Incidents tab - School Notifications sub-tab</i> (on page 83).
Open custom user forms created by your organisation for medical incidents.	<i>Medical Maintenance - Incidents tab - UserForm sub-tab</i> (on page 87)

## Medical Maintenance - Incidents tab - Summary sub-tab

Use the **Incidents** tab to list and maintain medical incidents at your organisation.

The **Incidents** tab consists of:

- a grid area on the left which lists each of the existing incidents
- four sub-tabs to record details about each incident.

In the following example, the student's injury on the 16/05/2011 is selected. The corresponding details for this incident can be seen to the right - in this case the **Summary** sub-tab.

The screenshot shows a software interface for managing medical incidents. On the left, under the 'Incidents' tab, there is a table with two columns: 'Date' and 'Type'. The table contains the following entries:

Date	Type
6/06/2008	
15/02/2008	
7/08/2007	
3/07/2007	ASTHMA
16/05/2011	INJURY-Minor

The row for '16/05/2011 INJURY-Minor' is selected. To the right of the table, there are four sub-tabs: 'Summary' (selected), 'Injury Details', 'Parent / Guardian Notifications', and 'School No'. The 'Summary' sub-tab displays the following information:

- Date: 16/05/2011 (dropdown menu)
- Type: Injury Minor (dropdown menu)
- Time In: 14:14
- Time Out: 14:26
- Now (button)
- Diagnosis: Scraped knee during netball practise.

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**Note:** Sick bay staff members usually maintain incidents.

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## Summary sub-tab

Use the **Summary** sub-tab of the **Incidents** tab to:

- maintain a summary of the incident
- schedule actions to follow up after the incident.

## Opening the Summary sub-tab

To open the **Summary** sub-tab of the **Incidents** tab:

1. Open the **Medical** tab from one of the following maintenance windows:
  - **Current Student Maintenance.** See *Current Student Maintenance - Medical tab* in the Current students manual.
  - **Future Student Maintenance.** See *Future Student Maintenance - Medical tab* in the Future students manual.
  - **Past Student Maintenance.** See *Past Student Maintenance - Medical tab* in the Past students manual.
  - **Staff Maintenance.** See *Staff Maintenance - Medical tab* in the Human resources manual.
2. Click **Medical Incidents**.

The **Summary** sub-tab of the **Incidents** tab of the **Medical Maintenance** window is displayed.

The screenshot shows the 'Student Medical' window for 'Aardvark, James (Jim)'. The 'Incidents' tab is selected, and the 'Summary' sub-tab is active. The window displays a list of incidents on the left and a detailed form on the right.

Date	Type
25/07/2011	HEAD-A-1
9/06/2011	ALLERGY
12/05/2011	CARPETBURN
12/04/2011	ASTHMA
16/03/2011	HEAD-A-1
11/01/2011	ABDO
20/11/2010	ALLERGY
21/09/2010	HEAD-A-1
3/08/2010	ABDO
9/12/2009	ALLERGY
24/07/2009	HEAD-A-1
8/04/2009	HEAD-A-1
13/09/2008	ASTHMA





The detailed form on the right includes the following fields:

- Date:** 25/07/2011
- Type:** Headache Cat 1 Minor
- Venue:** [Empty]
- Time In:** 12:44
- Time Out:** [Empty]
- Now** button
- Diagnosis:** Tension headache.
- Despatch:** [Empty]
- Comment:** [Empty]
- Follow Up:** ☒ Follow Up, 28/07/2011

Buttons at the bottom include '< Back', 'Next >', 'OK', and 'Exit'.

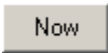
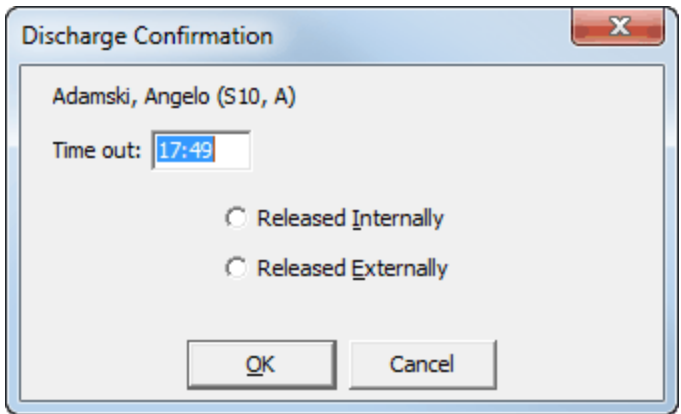

## Medical Maintenance - Incidents tab - Summary sub-tab key fields and buttons

### Fields

Field	Description
<b>Date</b>	<p>The date the incident occurred.</p> <p>The date defaults to today's date, if you click  when first adding the incident. You can enter or modify this date manually.</p>
<b>Type</b>	<p>The type of incident.</p> <p>Maintain the type of incident in the <b>luMedicalIncidentType</b> lookup table. See <i>Maintaining lookup tables</i> in the System maintenance manual.</p> <p>This is useful for reporting on types of incidents, for example how many sporting injuries occur in a given period.</p>
<b>Venue</b>	<p>The venue at which the incident occurred. Select from the drop-down list.</p> <p>Maintain the venue of the incident in the <b>luMedicalVenue</b> lookup table. See <i>Maintaining lookup tables</i> in the System maintenance manual.</p>
<b>Time In</b>	<p>The time the person arrived at the sick bay.</p> <p>The time defaults to the current time, if you click  when first adding the incident. You can enter or modify this time manually.</p>  <p>If the patient is a student, the time they checked into the medical centre will appear next to their name in the <b>Attendance Maintenance</b> window for the class they should have been attending at the time of the incident.</p> <p>This time may also appear on the student's timetable in <b>Current Student Maintenance</b> depending on the <b>ShowInSynergeticTimetableFlag</b> in the <b>luMedicalIncidentType</b> lookup table.</p> <p>See <i>Maintaining lookup tables</i> in the System maintenance manual.</p>
<b>Time Out</b>	<p>The time the person left the sick bay. Either:</p> <ul style="list-style-type: none"> <li>Click . The current time is filled in automatically.</li> <li>Type the time in. Specify the time in 24-hour format.</li> </ul> <p>If the patient is a student, the time they checked out of the medical centre will appear next to their name in the <b>Attendance Maintenance</b> window for the class they should have been attending at the time of the incident.</p> <p>This time may also appear on the student's timetable in <b>Current Student Maintenance</b> depending on the <b>ShowInSynergeticTimetableFlag</b> in the <b>luMedicalIncidentType</b> lookup table.</p> <p>See <i>Maintaining lookup tables</i> in the System maintenance manual.</p>

Field	Description
<b>Diagnosis</b>	Initial diagnosis made at your organisation of the: <ul style="list-style-type: none"> <li>injuries sustained</li> <li>condition presented at the sick bay.</li> </ul>
<b>Despatch</b>	Details of where the person was sent from your organisation for further treatment and any medications used.
<b>Comment</b>	Additional details of the incident.
<b>Follow Up</b>	Select to follow up on the date specified. Specify follow up comments, if required. The Crystal Report, MEDINCF, can be used to identify medical incidents requiring follow up.

### Buttons

Button	Description
	Click to launch the <b>Discharge Confirmation</b> window to set the time and type of the student's discharge from the medical centre. 
	Create a report with the details of this incident.  <b>Note:</b> Incident reports are linked using the <b>Incident:HotReports</b> configuration setting. See <i>Incidents:HotReports configuration setting in the System maintenance manual</i> .

### Grid area fields

All fields in the grid area are entered on the **Summary** sub-tab.

Field	Description
<b>Date</b>	Date of the incident.
<b>Type</b>	Type of incident.
<b>F/up</b>	Selected if a follow up is required on the <b>Follow Up Date</b> specified.
<b>Diagnosis</b>	Initial diagnosis made at your organisation.
<b>Despatch</b>	Details of where the person was sent from your organisation for further treatment and any medications used.
<b>Follow Up</b>	Follow up comments.
<b>Follow Up Date</b>	Date the follow up is scheduled for.

**Tip:** When modifying an existing incident, first select the incident in the Incidents grid area.

The screenshot shows the 'Incidents' grid area with the following data:

Date	Type	F/Up	Diagnosis
29/06/2008	Injury	<input checked="" type="checkbox"/>	(Memo)
		<input type="checkbox"/>	(Memo)

The 'Summary' sub-tab is active, showing the following details:

Date: 29/06/2008  
 Time In: 12:51  
 Time Out:  
 Diagnosis: Broken wrist, wh

### Grid area buttons

Button	Description
	Add a new row in the <b>Incidents</b> grid area and then edit the incident details on each of the sub-tabs.
	Delete the incident highlighted in the <b>Incidents</b> grid area.



**Medical Maintenance - Incidents tab - Injury Details sub-tab**

Use the **Injury Details** sub-tab of the **Incidents** tab to list and maintain:

- details of any injury sustained
- actions taken
- witnesses to the incident.

---

**Note:** Sick bay staff members usually maintain incidents.

---

## Opening the Injury Details sub-tab

To open the **Injury Details** sub-tab of the **Incidents** tab:

- Open the **Medical** tab from one of the following maintenance windows:
  - Current Student Maintenance.** See *Current Student Maintenance - Medical tab* in the Current students manual.
  - Future Student Maintenance.** See *Future Student Maintenance - Medical tab* in the Future students manual.
  - Past Student Maintenance.** See *Past Student Maintenance - Medical tab* in the Past students manual.
  - Staff Maintenance.** See *Staff Maintenance - Medical tab* in the Human resources manual.
- Click **Medical Incidents**.  
The **Summary** sub-tab of the **Incidents** tab of the **Medical Maintenance** window is displayed.
- Click the **Injury Details** sub-tab.

The **Injury Details** sub-tab of the **Incidents** tab of **Medical Maintenance** is displayed.

The screenshot shows the 'Student Medical' window for 'Aardvark, James (Jim)'. The 'Incidents' tab is selected, and the 'Injury Details' sub-tab is active. The window contains a list of incidents on the left and a form for details on the right.

Date	Type
25/07/2011	HEAD-A-1
9/06/2011	ALLERGY
12/05/2011	CARPETBURN
12/04/2011	ASTHMA
16/03/2011	HEAD-A-1
11/01/2011	ABDO
20/11/2010	ALLERGY
21/09/2010	HEAD-A-1
3/08/2010	ABDO
9/12/2009	ALLERGY
24/07/2009	HEAD-A-1
8/04/2009	HEAD-A-1
13/09/2008	ASTHMA

Buttons: Add, Delete

Form fields:

- Treated by: [Text Box]
- Injury: [Text Box]
- Scale of injury: [Dropdown]
- How was the injury sustained: [Text Box]
- Action taken: [Dropdown]
- Referral: [Dropdown]
- Medication Prescribed: [Text Box]
- Medication Description: [Text Box]
- Follow up action: [Text Box]
- Accident witnessed by: [Text Box]

Navigation buttons: < Back, Next >, OK, Exit

## Medical Maintenance - Incidents tab - Injury Details sub-tab key fields and buttons

### Fields

Field	Description
<b>Treated by</b>	Person who initially treated the injured person.
<b>Injury</b>	Nature of the injury.
<b>Scale of injury</b>	Severity of the injury. Maintain the available severities in the <b>lulnjuryScale</b> lookup table. See <i>Maintaining lookup tables</i> in the System maintenance manual.
<b>How was the injury sustained</b>	Details of the incident.
<b>Action taken</b>	Classify what action was taken. Maintain the available actions in the <b>lulnjuryActionTaken</b> lookup table. See <i>Maintaining lookup tables</i> in the System maintenance manual.
<b>Referral</b>	Person or group that the injured person has been referred to, for further assessment and treatment. Maintain the available referrals in the <b>lulnjuryReferral</b> lookup table. See <i>Maintaining lookup tables</i> in the System maintenance manual.
<b>Medication Prescribed</b>	Medication prescribed during the treatment.
<b>Description</b>	Additional information about the medication prescribed.
<b>Follow up action</b>	Action to be performed after the current treatment has finished.
<b>Accident witnessed by</b>	List of the people who witnessed the incident.

### Grid area fields

All fields in the grid area are entered on the **Summary** sub-tab.

Field	Description
<b>Date</b>	Date of the incident.
<b>Type</b>	Type of incident.
<b>F/up</b>	Selected if a follow up is required on the <b>Follow Up Date</b> specified.
<b>Diagnosis</b>	Initial diagnosis made at your organisation.
<b>Despatch</b>	Details of where the person was sent from your organisation for further treatment and any medications used.
<b>Follow Up</b>	Follow up comments.
<b>Follow Up Date</b>	Date the follow up is scheduled for.

**Tip:** When modifying an existing incident, first select the incident in the Incidents grid area.

The screenshot shows the 'Incidents' grid area with the following data:

Date	Type	F/Up	Diagnosis
29/06/2008	Injury	<input checked="" type="checkbox"/>	(Memo)
		<input type="checkbox"/>	(Memo)

The 'Summary' tab is selected, showing the following details:

- Date: 29/06/2008
- Time In: 12:51
- Time Out:
- Diagnosis: Broken wrist, wh

### Grid area buttons

Button	Description
	Add a new row in the <b>Incidents</b> grid area and then edit the incident details on each of the sub-tabs.
	Delete the incident highlighted in the <b>Incidents</b> grid area.

**Medical Maintenance - Incidents tab - Parent / Guardian Notifications sub-tab**

Use the **Parent / Guardian Notifications** sub-tab of the **Incidents** tab to list and maintain details of:

- correspondence sent home with the student
- notifications by phone to parents or guardians
- notifications by mail to parents or guardians.

---

**Note:** Sick bay staff members usually maintain incidents.

---

## Opening the Parent / Guardian Notifications sub-tab

To open the **Parent / Guardian Notifications** sub-tab of the **Incidents** tab:

- Open the **Medical** tab from one of the following maintenance windows:
  - Current Student Maintenance.** See *Current Student Maintenance - Medical tab* in the Current students manual.
  - Future Student Maintenance.** See *Future Student Maintenance - Medical tab* in the Future students manual.
  - Past Student Maintenance.** See *Past Student Maintenance - Medical tab* in the Past students manual.
  - Staff Maintenance.** See *Staff Maintenance - Medical tab* in the Human resources manual.
- Click **Medical Incidents**.  
The **Summary** sub-tab of the **Incidents** tab of the **Medical Maintenance** window is displayed.
- Click the **Parent / Guardian Notifications** sub-tab.

The **Parent / Guardian Notifications** sub-tab of the **Incidents** tab of **Medical Maintenance** is displayed.

The screenshot shows the 'Student Medical [Aardvark, James (Jim)]' window. The 'Incidents' tab is selected, and the 'Parent / Guardian Notifications' sub-tab is active. The window contains a list of incidents on the left and a form for notifications on the right.

Date	Type
25/07/2011	HEAD-A-1
9/06/2011	ALLERGY
12/05/2011	CARPETBURN
12/04/2011	ASTHMA
16/03/2011	HEAD-A-1
11/01/2011	ABDO
20/11/2010	ALLERGY
21/09/2010	HEAD-A-1
3/08/2010	ABDO
9/12/2009	ALLERGY
24/07/2009	HEAD-A-1
8/04/2009	HEAD-A-1
13/09/2008	ASTHMA

Buttons: Add, Delete

Form fields:

- ☐ Copy sent with student
- ☐ Phoned Parent
- ☐ Mailed Parent(s)
- ☐ Phoned Guardian
- ☐ Mailed Guardian

Buttons: < Back, Next >, OK, Exit

**Medical Maintenance - Incidents tab - Parent / Guardian Notifications sub-tab  
key fields and buttons****Fields**

Field	Description
<b>Copy sent with student</b>	Select if a copy of the correspondence about the medical incident is sent home with the student.
<b>Phoned Parent</b>	Select if one of the parents has been phoned with details of the student's medical incident. Summarise the phone conversation.
<b>Mailed Parent(s)</b>	Select if the parents have been mailed with details of the medical incident. Summarise the correspondence.
<b>Phoned Guardian</b>	Select if the guardian has been phoned with details of the student's medical incident. Summarise the phone conversation.
<b>Mailed Guardian</b>	Select if the guardian has been mailed with details of the medical incident. Summarise the correspondence.

### Grid area fields

All fields in the grid area are entered on the **Summary** sub-tab.

Field	Description
<b>Date</b>	Date of the incident.
<b>Type</b>	Type of incident.
<b>F/up</b>	Selected if a follow up is required on the <b>Follow Up Date</b> specified.
<b>Diagnosis</b>	Initial diagnosis made at your organisation.
<b>Despatch</b>	Details of where the person was sent from your organisation for further treatment and any medications used.
<b>Follow Up</b>	Follow up comments.
<b>Follow Up Date</b>	Date the follow up is scheduled for.

**Tip:** When modifying an existing incident, first select the incident in the Incidents grid area.

The screenshot shows the 'Incidents' grid area with the following data:

Date	Type	F/Up	Diagnosis
29/06/2008	Injury	<input checked="" type="checkbox"/>	(Memo)
		<input type="checkbox"/>	(Memo)

The 'Summary' sub-tab is active, showing the following details:

- Date: 29/06/2008
- Time In: 12:51
- Time Out:
- Diagnosis: Broken wrist, wh

### Grid area buttons

Button	Description
	Add a new row in the <b>Incidents</b> grid area and then edit the incident details on each of the sub-tabs.
	Delete the incident highlighted in the <b>Incidents</b> grid area.



### Medical Maintenance - Incidents tab - School Notifications sub-tab

Use the **School Notifications** sub-tab of the **Incidents** tab to list and maintain details of notifications to:

- other staff members at your organisation
- workers compensation, in the event that a staff member is injured while at work.

---

**Note:** Sick bay staff members usually maintain school notifications of incidents, based on the policy at your organisation.

---

## Opening the School Notifications sub-tab

To open the **School Notifications** sub-tab of the **Incidents** tab:

- Open the **Medical** tab from one of the following maintenance windows:
  - Current Student Maintenance.** See *Current Student Maintenance - Medical tab* in the Current students manual.
  - Future Student Maintenance.** See *Future Student Maintenance - Medical tab* in the Future students manual.
  - Past Student Maintenance.** See *Past Student Maintenance - Medical tab* in the Past students manual.
  - Staff Maintenance.** See *Staff Maintenance - Medical tab* in the Human resources manual.
- Click **Medical Incidents**.  
The **Summary** sub-tab of the **Incidents** tab of the **Medical Maintenance** window is displayed.
- Click the **School Notifications** sub-tab.

The **School Notifications** sub-tab of the **Incidents** tab of **Medical Maintenance** is displayed.

The screenshot shows the 'Student Medical [Aardvark, James (Jim)]' window. The 'Incidents' tab is selected, and the 'School Notifications' sub-tab is active. The window contains a list of incidents on the left and a form for notifications on the right.

Date	Type
25/07/2011	HEAD-A-1
9/06/2011	ALLERGY
12/05/2011	CARPETBURN
12/04/2011	ASTHMA
16/03/2011	HEAD-A-1
11/01/2011	ABDO
20/11/2010	ALLERGY
21/09/2010	HEAD-A-1
3/08/2010	ABDO
9/12/2009	ALLERGY
24/07/2009	HEAD-A-1
8/04/2009	HEAD-A-1
13/09/2008	ASTHMA

Buttons: Add, Delete

Notification Form:

- ☐ Phoned Head of House
- ☐ Emailed Head of House
- ☐ Mailed Head of House
- ☐ Director of Students
- ☐ Head of School
- ☐ Headmaster
- ☐ Workcover Claim Submitted

Buttons: < Back, Next >, OK, Exit

## Medical Maintenance - Incidents tab - School Notifications sub-tab key fields and buttons

### Fields

Field	Description
<b>Phoned Head of House</b>	Select if the Head of House has been phoned with details of the medical incident. Summarise the phone conversation.
<b>Emailed Head of House</b>	Select if the Head of House has been emailed with details of the medical incident. Specify the details of the correspondence. <b>Tip:</b> You can copy text from the email and paste it into this field.
<b>Mailed Head of House</b>	Select if the Head of House has been mailed with details of the medical incident. Specify the details of the correspondence.
<b>Director of Students</b>	Select if the Director of Students has been advised of the medical incident. Specify the details of the advice.
<b>Head of School</b>	Select if the Head of School has been advised of the medical incident. Specify the details of the advice.
<b>Headmaster</b>	Select if the Headmaster has been advised of the medical incident. Specify the details of the advice.
<b>Workcover Claim Submitted</b>	Select if a workers compensation claim has been submitted for a staff member. Specify the details of the workers compensation claim.

### Grid area fields

All fields in the grid area are entered on the **Summary** sub-tab.

Field	Description
<b>Date</b>	Date of the incident.
<b>Type</b>	Type of incident.
<b>F/up</b>	Selected if a follow up is required on the <b>Follow Up Date</b> specified.
<b>Diagnosis</b>	Initial diagnosis made at your organisation.
<b>Despatch</b>	Details of where the person was sent from your organisation for further treatment and any medications used.
<b>Follow Up</b>	Follow up comments.
<b>Follow Up Date</b>	Date the follow up is scheduled for.

**Tip:** When modifying an existing incident, first select the incident in the Incidents grid area.

The screenshot shows the 'Incidents' grid area with the following data:

Date	Type	F/Up	Diagnosis
29/06/2008	Injury	<input checked="" type="checkbox"/>	(Memo)
		<input type="checkbox"/>	(Memo)

Below the grid are 'Add' and 'Delete' buttons. To the right, the 'Summary' sub-tab is active, showing the following details:

- Date: 29/06/2008
- Time In: 12:51
- Time Out:
- Diagnosis: Broken wrist, wh

### Grid area buttons

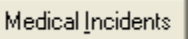
Button	Description
	Add a new row in the <b>Incidents</b> grid area and then edit the incident details on each of the sub-tabs.
	Delete the incident highlighted in the <b>Incidents</b> grid area.

## Medical Maintenance - Incidents tab - UserForm sub-tab

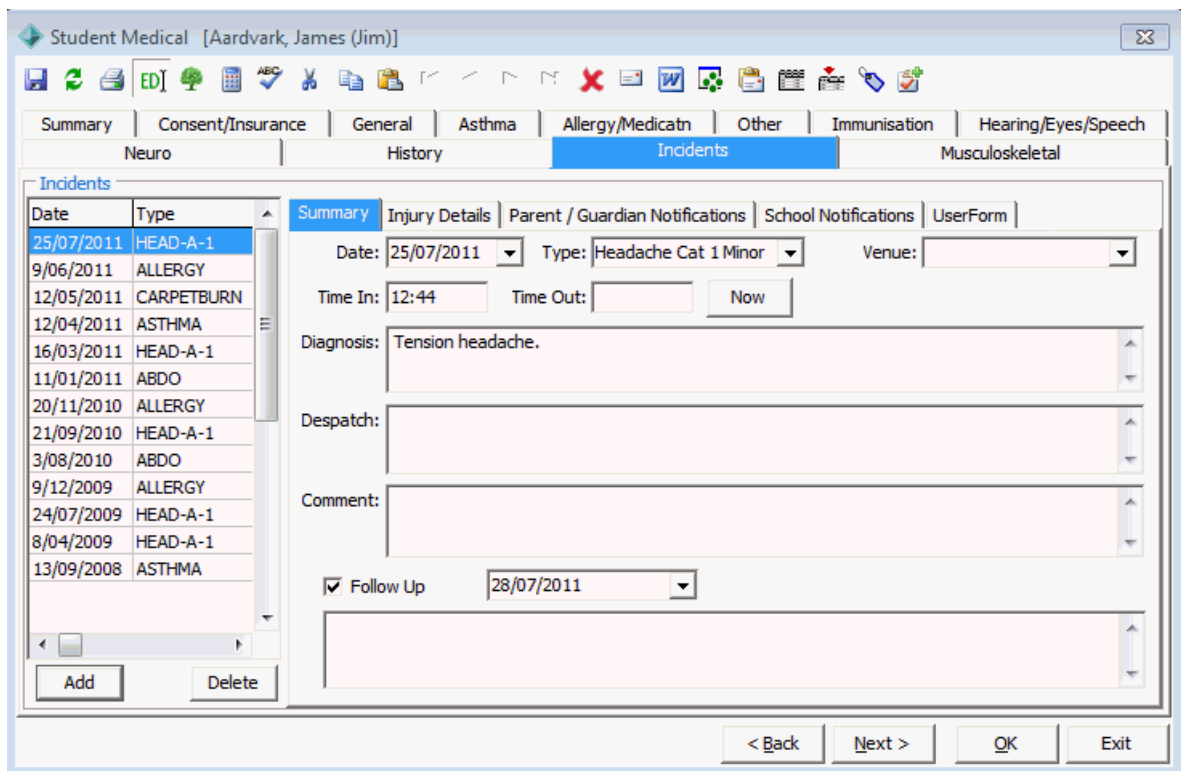
Use the **UserForm** sub-tab to access any custom user forms created for medical incident maintenance.

### Opening the UserForm sub-tab

To open the **UserForm** sub-tab of the **Incidents** tab:

1. Open the **Medical** tab from one of the following maintenance windows:
  - **Current Student Maintenance.** See *Current Student Maintenance - Medical tab* in the Current students manual.
  - **Future Student Maintenance.** See *Future Student Maintenance - Medical tab* in the Future students manual.
  - **Past Student Maintenance.** See *Past Student Maintenance - Medical tab* in the Past students manual.
  - **Staff Maintenance.** See *Staff Maintenance - Medical tab* in the Human resources manual.
2. Click .

The **Summary** sub-tab of the **Incidents** tab of the **Medical Maintenance** window is displayed.



The screenshot shows the 'Student Medical [Aardvark, James (Jim)]' window. The 'Incidents' tab is selected, and the 'Summary' sub-tab is active. The left pane lists incident history with columns for Date and Type. The right pane contains the incident details form.

Date	Type
25/07/2011	HEAD-A-1
9/06/2011	ALLERGY
12/05/2011	CARPETBURN
12/04/2011	ASTHMA
16/03/2011	HEAD-A-1
11/01/2011	ABDO
20/11/2010	ALLERGY
21/09/2010	HEAD-A-1
3/08/2010	ABDO
9/12/2009	ALLERGY
24/07/2009	HEAD-A-1
8/04/2009	HEAD-A-1
13/09/2008	ASTHMA

**Summary** | Injury Details | Parent / Guardian Notifications | School Notifications | UserForm

Date: 25/07/2011 Type: Headache Cat 1 Minor Venue: [ ]

Time In: 12:44 Time Out: [ ] Now

Diagnosis: Tension headache.

Despatch: [ ]

Comment: [ ]

☒ Follow Up 28/07/2011 [ ]

[Add] [Delete]

< Back Next > OK Exit

3. Click the **UserForm** sub-tab.


The **UserForm** sub-tab is displayed.

## Medical Maintenance - Incidents tab - UserForm sub-tab key fields and buttons

### Grid area fields

Field	Description
<b>Description</b>	Description of the user form.
<b>Code</b>	User form code.
<b>#</b>	Number of records displayed.

### Buttons

Button	Description
	Launch the highlighted user-defined form.

## Medical Maintenance - History tab

Use the **History** tab to maintain information on:

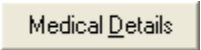
- medical alert bracelets
- surgical history
- medical history.

**Tip:** Flags are automatically selected when you save the medical details record and you have typed information into the corresponding fields.

## Opening the History tab

To open the **History** tab:

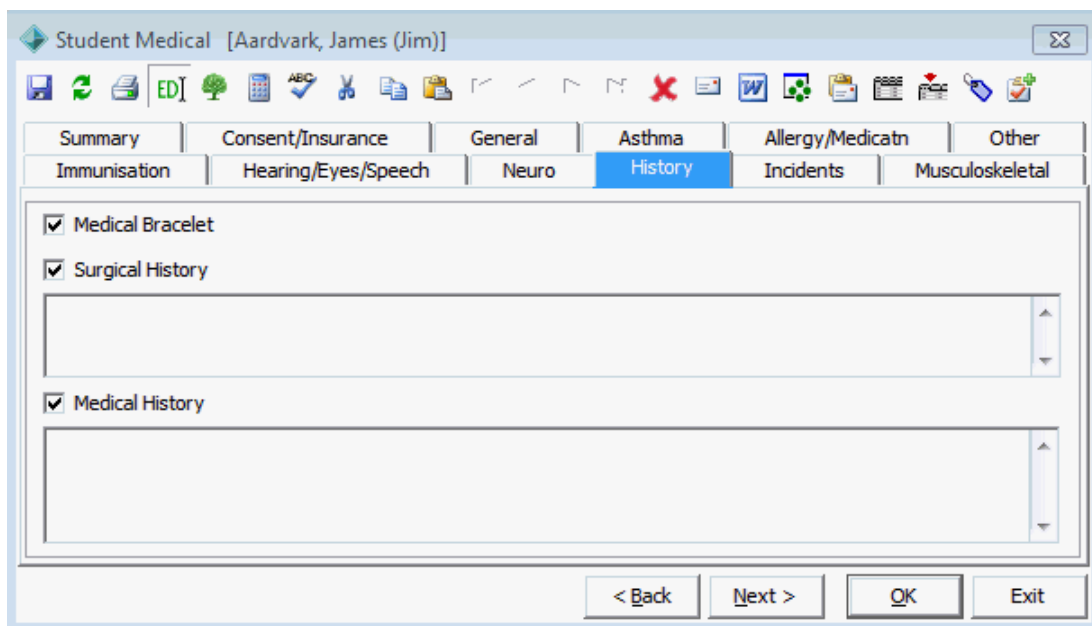
1. Open the **Medical** tab from one of the following maintenance windows:
  - **Current Student Maintenance.** See *Current Student Maintenance - Medical tab* in the Current students manual.
  - **Future Student Maintenance.** See *Future Student Maintenance - Medical tab* in the Future students manual.
  - **Past Student Maintenance.** See *Past Student Maintenance - Medical tab* in the Past students manual.
  - **Staff Maintenance.** See *Staff Maintenance - Medical tab* in the Human resources manual.

2. Click .

The **Summary** tab of the **Medical Maintenance** window is displayed.

3. Click the **History** tab.

The **History** tab of the **Medical Maintenance** window is displayed.



The screenshot shows the 'Student Medical' window for 'Aardvark, James (Jim)'. The 'History' tab is selected, showing three checked options: 'Medical Bracelet', 'Surgical History', and 'Medical History'. Each option has a corresponding text area for input. The 'Surgical History' and 'Medical History' text areas are currently empty. The window includes a toolbar with various icons and a bottom navigation bar with '< Back', 'Next >', 'OK', and 'Exit' buttons.

**Medical Maintenance - History tab key fields**

Field	Description
<b>Medical Bracelet</b>	Select if the community member wears a medical alert bracelet.
<b>Surgical History</b>	Select if the community member has been operated on. Summarise the surgery received.
<b>Medical History</b>	Select if further information is available on the community member's medical history. Summarise the community member's medical history.

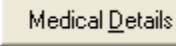


## Medical Maintenance - Maint tab

Use the **Maint** tab to view changes made to the student's medical details.

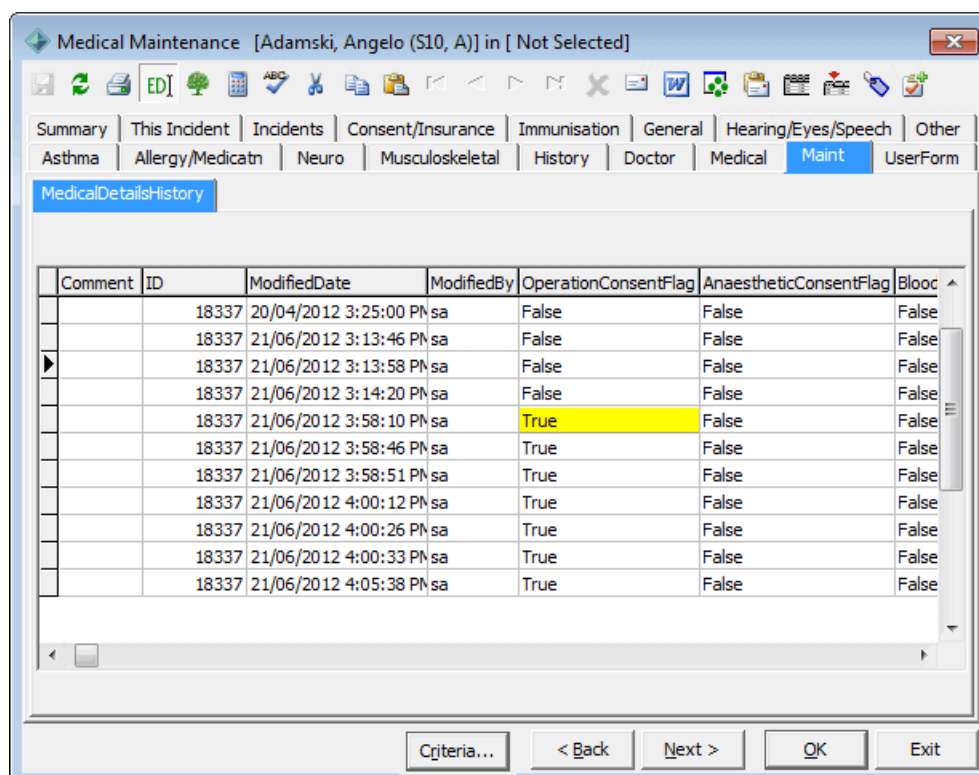
### Opening the Maint tab

To open the **Maint** tab:

1. Open the **Medical** tab from one of the following maintenance windows:
  - **Current Student Maintenance.** See *Current Student Maintenance - Medical tab* in the Current students manual.
  - **Future Student Maintenance.** See *Future Student Maintenance - Medical tab* in the Future students manual.
  - **Past Student Maintenance.** See *Past Student Maintenance - Medical tab* in the Past students manual.
  - **Staff Maintenance.** See *Staff Maintenance - Medical tab* in the Human resources manual.
2. Click .
 

The **Summary** tab of the **Medical Maintenance** window is displayed.
3. Click the **Maint** tab.

The **Maint** tab of the **Medical Maintenance** window is displayed.



Comment	ID	ModifiedDate	ModifiedBy	OperationConsentFlag	AnaestheticConsentFlag	Blood
	18337	20/04/2012 3:25:00 PM	sa	False	False	False
	18337	21/06/2012 3:13:46 PM	sa	False	False	False
	18337	21/06/2012 3:13:58 PM	sa	False	False	False
	18337	21/06/2012 3:14:20 PM	sa	False	False	False
	18337	21/06/2012 3:58:10 PM	sa	True	False	False
	18337	21/06/2012 3:58:46 PM	sa	True	False	False
	18337	21/06/2012 3:58:51 PM	sa	True	False	False
	18337	21/06/2012 4:00:12 PM	sa	True	False	False
	18337	21/06/2012 4:00:26 PM	sa	True	False	False
	18337	21/06/2012 4:00:33 PM	sa	True	False	False
	18337	21/06/2012 4:05:38 PM	sa	True	False	False

### Medical Maintenance - Maint tab key fields and buttons

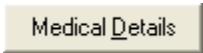
The fields of the **Maint** tab are a superset of the fields in the **Medical Maintenance** window tabs, with the exception of the fields on the **Incidents** and **This Incident** tabs. See *Maintaining Medical Details* (on page 13).

## Medical Maintenance - User Forms tab

Use the **User Forms** tab to access any custom user forms created for medical maintenance.

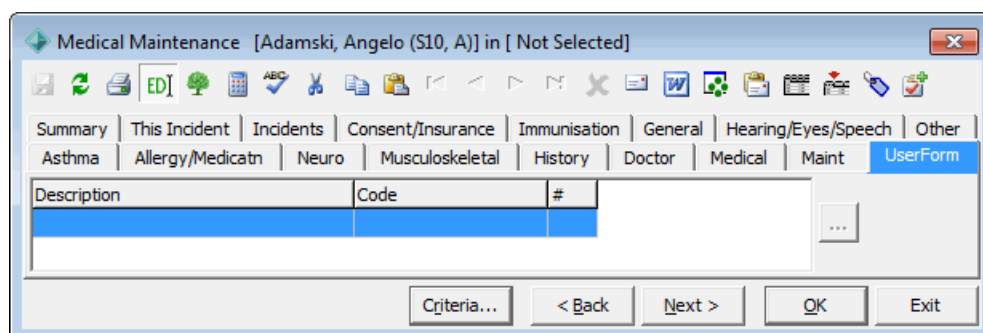
### Opening the User Forms tab

To open the **User Forms** tab:

1. Open the **Medical** tab from one of the following maintenance windows:
  - **Current Student Maintenance.** See *Current Student Maintenance - Medical tab* in the Current students manual.
  - **Future Student Maintenance.** See *Future Student Maintenance - Medical tab* in the Future students manual.
  - **Past Student Maintenance.** See *Past Student Maintenance - Medical tab* in the Past students manual.
  - **Staff Maintenance.** See *Staff Maintenance - Medical tab* in the Human resources manual.
2. Click .
 

The **Summary** tab of the **Medical Maintenance** window is displayed.
3. Click the **User Forms** tab.
 

The **User Forms** tab of the **Medical Maintenance** window is displayed.




## Medical Maintenance - User Forms tab key fields and buttons

### Grid area fields

Field	Description
<b>Description</b>	Description of the user form.
<b>Code</b>	User form code.
<b>#</b>	Number of records displayed.

### Buttons

Button	Description
	Launch the highlighted user-defined form.

## Medical Maintenance - Contacts tab

Use the **Contacts** tab to view and maintain contact details for primary and additional contacts, particularly guardians and parents. You can add as many contacts to the student record as necessary.

---

**Note:** The **Medical Maintenance - Contacts tab** is identical to the **Contacts** tab in **Current Student Maintenance**. See *Current Student Maintenance - Contacts tab* in the Current students manual.

---

**Note:** Emergency contacts and debtors are not necessarily contacts.

---

### SC1 contact

The **SC1** contact is the person or couple most important to the student, usually one or both of the student's natural parents. Synergetic uses the **SC1** contact to create a family structure, which is displayed on the **Siblings** tab. All students who share the same **SC1** contact are shown on the **Siblings** tab. See *SES (Socioeconomic status) parent extraction settings* in the System maintenance manual.

If **Primary** is not selected, creating an **SC** contact who is:

- a parent adds the **SC** contact and their partner to the **@PC** constituency
- **not** a parent, adds the **SC** contact and their partner to the **@SCOC** (student contact other contact) constituency.

---


**Note:** If **Primary** is selected, only the primary contact is added to a constituency. That is, if the student's contact has a spouse, the spouse does not receive the **@PC** or **@SCOC** constituency.

---

Creating an emergency contact adds the contact to the **@SCEC** constituency. See *Community Maintenance - Constits tab* in the Community manual.

### Opening the Contacts tab

To open the **Contacts** tab:

1. Open the **Medical** tab from one of the following maintenance windows:
  - **Current Student Maintenance.** See *Current Student Maintenance - Medical tab* in the Current students manual.
  - **Future Student Maintenance.** See *Future Student Maintenance - Medical tab* in the Future students manual.
  - **Past Student Maintenance.** See *Past Student Maintenance - Medical tab* in the Past students manual.
  - **Staff Maintenance.** See *Staff Maintenance - Medical tab* in the Human resources manual.
2. Click .
 

The **Summary** tab of the **Medical Maintenance** window is displayed.
3. Click the **Contacts** tab.

The **Contacts** tab of the **Medical Maintenance** window is displayed.

Medical Maintenance [Abbot, Aden]: 2013 Semester 1

[Abbot, Aden] ID: 13017

Summary	Incidents	Consent/Insurance	Immunisation	General	Hearing/Eyes/Speech	Other	Asthma
Allergy/Medication	Neuro	Musculoskeletal	History	Doctor	Medical	Maint	Contacts

Type	Contact Description	Contact Name	Lives With	Parent	Mail	Reports	Primary	ID
SC1	Contact 1	Mr B and Mrs H Abbot	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11001
SE3	Emergency Contact 3	Master K Packard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13499

Contact Details

Bashir (Father)  
 Ph BH:  Default Mob: 0401 100 001 Fax BH:   
 Email: email@emailaddress.com.au

Hana (Mother)  
 Ph BH: 03 9878 8001 Default Mob: 0413 567 001 Fax BH:   
 Email: email@emailaddress.com.au

Mailing Address: PO Box 1, Burwood East VIC 3151

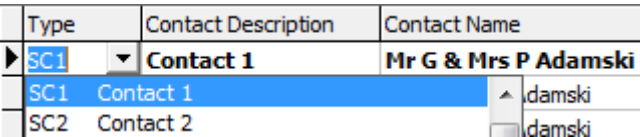
Ph AH: 03 9803 7001 AH Alt:  Fax AH: 03 9804 7001

< Back Next > OK Exit

## Medical Maintenance - Contacts tab key fields and buttons

### Grid area fields

Also refer to the **Contact Details** area for details of how to maintain these fields.

Field	Description
<b>Type</b>	<p>Type of contact. Typical values include:</p> <ul style="list-style-type: none"> <li>• <b>SC1, SC2</b> and so on</li> <li>• <b>SE1, SE2</b> and so on.</li> </ul>  <p><b>Note:</b> Normally the <b>SC1</b> contact is a parent of the students, even if the child does not live with the parent; this is because the <b>SC1</b> contact is used to determine family position and sibling discounts.</p>
<b>Contact Description</b>	<p>Description of the contact. Values include:</p> <ul style="list-style-type: none"> <li>• <b>Contact 1, Contact 2</b> and so on</li> <li>• <b>Emergency Contact 1, Emergency Contact 2</b> and so on.</li> </ul> <p><b>Note:</b> If a contact has more than one type of relationship with the student, each relationship is shown as a separate entry.</p>
<b>Contact Name</b>	Contact's name.
<b>Lives With</b>	<p>Select if the student lives with the contact.</p> <p><b>Note:</b> In cases of shared custody, more than one contact can have the <b>Lives With</b> flag set. The first listed <b>Lives With</b> contact is used when extracting information from Synergetic for surveys that require a single address for a student (for example, DEST survey).</p>
<b>Parent</b>	<p>Select if the contact is a parent.</p> <p><b>Note:</b> The parent contact is the person who is the parent from your organisation's perspective, not necessarily the natural parent. For example, if both parents are deceased and the uncle has custody and is as involved as a natural parent would be, then the uncle should be selected as the parent.</p> <p>Selecting this flag adds the contact to the <b>@PC</b> (parent) constituency. They become a member of the <b>@SCOC</b> constituency if not selected.</p>
<b>Mail</b>	Select if the contact wants to receive mail from your organisation regarding this student.
<b>Reports</b>	Select if the contact wants to receive reports for this student.
<b>Primary</b>	<p>Select if addressing this person only and not their spouse.</p> <p><b>Note:</b> Use to suppress communication with a partner if they are not relevant from your organisation's perspective for this student. For example, a de-facto partner or non-natural parents.</p>
<b>ID</b>	Synergetic ID of the community member.

## Fields

Contact Details

**Karen** Ph BH: 03 9142 6266 Default Mob: 0416 388 456 Fax BH: 03 9142 6244  
 (Homestay) Email: dkf@hotmail.com








**Daniel** Ph BH: 03 9142 6266 Default Mob: 0416 388 399 Fax BH: 03 9142 6244  
 (No Relation) Email: dkf@hotmail.com

Mailing Address: 29 Wembley Ave, YARRAVILLE VIC

Ph AH: 03 9314 3773 AH Alt: Fax AH:

Field	Description
<b>Ph BH</b>	Phone number during business hours for the selected: <ul style="list-style-type: none"> <li>• contact</li> <li>• spouse, if applicable.</li> </ul>
<b>Default Mob</b>	Default mobile phone number for the selected: <ul style="list-style-type: none"> <li>• contact</li> <li>• spouse, if applicable.</li> </ul>
<b>Fax BH</b>	Facsimile number during business hours for the selected: <ul style="list-style-type: none"> <li>• contact</li> <li>• spouse, if applicable.</li> </ul>
<b>Email</b>	Email address for the selected: <ul style="list-style-type: none"> <li>• contact</li> <li>• spouse, if applicable.</li> </ul>
<b>Mailing Address</b>	Mailing address for both the contact and their spouse.
<b>Ph AH</b>	Phone number after business hours.
<b>AH Alt</b>	Alternative phone number after business hours.
<b>Fax AH</b>	Facsimile number after business hours.

## Buttons

Button	Description
	<p>Launch the <b>Community Maintenance</b> window for the selected contact.</p> <p><b>Tip:</b> Click  to refresh the information displayed after returning from <b>Community Maintenance</b>.</p> <p>For example, you can update the student's address by selecting the contact the student lives with and updating the address. See <i>Community Maintenance - Home Address tab</i> in the Community manual.</p>
	Add a new contact for the student. See <i>Adding new contacts</i> .
	Delete the selected contact.
	Send an email. See <i>Sending emails</i> in the Introduction manual.
	Compose a letter. See <i>Composing letters with Microsoft Word</i> in the Introduction manual.
	<p>Copy the address details of the selected record to the Windows clipboard.</p> <p>Go to the Microsoft Windows application you are using and paste the address details into the document you are editing.</p>

## Medical Maintenance - Emergency tab

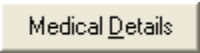
Use the **Emergency** tab to maintain details of up to three people who can be contacted in the event of an emergency.

**Tip:** You can maintain emergency contact details through the **Contacts** tab, using contact codes **SE1-SE3**. Use the **Contacts** tab if the emergency contact person is already in your organisation's database. For example, the parent of another student.

**Note:** The **Emergency** tab is the same as the **Emergency** tab in **Current Student Maintenance**. See *Current Student Maintenance - Emergency tab* in the Current students manual.

### Opening the Emergency tab

To open the **Emergency** tab:

1. Open the **Medical** tab from one of the following maintenance windows:
  - **Current Student Maintenance.** See *Current Student Maintenance - Medical tab* in the Current students manual.
  - **Future Student Maintenance.** See *Future Student Maintenance - Medical tab* in the Future students manual.
  - **Past Student Maintenance.** See *Past Student Maintenance - Medical tab* in the Past students manual.
  - **Staff Maintenance.** See *Staff Maintenance - Medical tab* in the Human resources manual.
2. Click .  
The **Summary** tab of the **Medical Maintenance** window is displayed.
3. Click the **Emergency** tab.



The **Emergency** tab of the **Medical Maintenance** window is displayed.

The screenshot shows the 'Medical Maintenance' window for patient '[Abbot, Aden]' with ID '13017'. The window has a title bar and a toolbar with various icons. Below the toolbar is a tabbed interface with the following tabs: Summary, Incidents, Consent/Insurance, Immunisation, General, Hearing/Eyes/Speech, Other, Asthma, Allergy/Medication, Neuro, Musculoskeletal, History, Doctor, Medical, Maint, Contacts, Emergency, DocMan, and TimeTable. The 'Emergency' tab is currently selected. Inside the 'Emergency' tab, there are two sub-tabs: 'Emergency 1/2' and 'Emergency 3'. The 'Emergency 1/2' sub-tab is active, showing 'Emergency 1 Contact Details'. The form contains the following fields: ID:0 (with a dropdown arrow), Name: Mrs Lyall, Phone: 0384376359, Alt Phone: (empty), Address: Blackburn, and Relationship: Grandmother (with a dropdown arrow). Below this, the 'Emergency 2 Contact Details' section is visible, showing: ID:0 (with a dropdown arrow), Name: Mrs Ooi, Phone: 0364226687, Alt Phone: (empty), Address: Box Hill, and Relationship: Friend (with a dropdown arrow). At the bottom of the window are four buttons: '< Back', 'Next >', 'OK', and 'Exit'.

Summary	Incidents	Consent/Insurance	Immunisation	General
Hearing/Eyes/Speech	Other	Asthma	Allergy/Medication	Neuro
Musculoskeletal	History	Doctor		
Medical	Maint	Contacts	Emergency	DocMan
				TimeTable

Emergency 1/2   Emergency 3

Emergency 1 Contact Details

ID:0   ...

Name: Mrs Lyall   Relationship: Grandmother

Phone: 0384376359   Alt Phone:   Address: Blackburn

Emergency 2 Contact Details

ID:0   ...

Name: Mrs Ooi   Relationship: Friend

Phone: 0364226687   Alt Phone:   Address: Box Hill


< Back   Next >   OK   Exit

## Medical Maintenance - Emergency tab key fields and buttons

### Fields

Field	Description
<b>Name</b>	Emergency contact's full name.
<b>Phone</b>	Emergency contact's telephone number.
<b>Alt Phone</b>	Alternative emergency contact telephone number.
<b>Relationship</b>	Emergency contact's relationship to the student.  <a href="#">Note: Maintain the values in the <b>luRelationship</b> lookup table. See <i>Maintaining lookup tables</i> in the System maintenance manual.</a>
<b>Address</b>	Emergency contact's address.

### Buttons

Button	Description
	Launch the <b>Community Maintenance</b> window for the selected emergency contact. See <i>Maintaining community members</i> in the Community manual.

## Medical Maintenance - DocMan tab

Use the **DocMan** tab to add documents, spreadsheets and pictures to a student's file.

The file is converted and stored in the database. The original file can then be deleted.

Also see *Using document management (DocMan)* in the Introduction manual.

**Note:** The **DocMan** tab is identical to the **DocMan** tab in **Current Student Maintenance**. See *Current Student Maintenance - DocMan tab* in the Current students manual.

## Opening the DocMan tab

To open the **DocMan** tab:

1. Open the **Medical** tab from one of the following maintenance windows:
  - **Current Student Maintenance.** See *Current Student Maintenance - Medical tab* in the Current students manual.
  - **Future Student Maintenance.** See *Future Student Maintenance - Medical tab* in the Future students manual.
  - **Past Student Maintenance.** See *Past Student Maintenance - Medical tab* in the Past students manual.
  - **Staff Maintenance.** See *Staff Maintenance - Medical tab* in the Human resources manual.

2. Click **Medical Details**

The **Summary** tab of the **Medical Maintenance** window is displayed.

3. Click the **DocMan** tab.

The **DocMan** tab of the **Medical Maintenance** window is displayed.

[illegible]

## Medical Maintenance - DocMan tab key fields and buttons

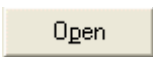
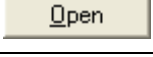
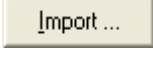
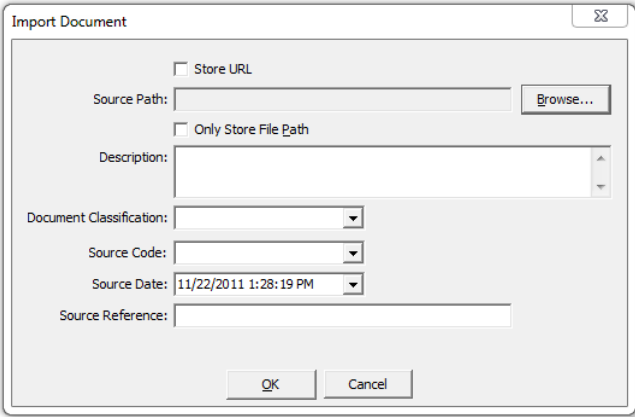
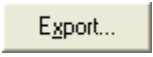
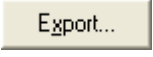

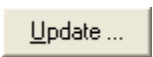
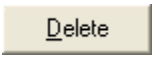
### Fields


Field	Description
<b>Classification</b>	<p>Classification of the documents to be displayed. Access to documents can be restricted based on user security levels.</p> <p>Select the classification from the drop-down list to filter the documents displayed.</p>
<b>Document Type</b>	<p>Type of document. For example:</p> <ul style="list-style-type: none"><li>• Microsoft Word Document</li><li>• JPG Photo</li><li>• Adobe Acrobat File</li><li>• Microsoft Excel Spreadsheet.</li></ul> <hr/> <p><b>Note:</b> The document types set up are those that are used at your organisation.</p> <hr/> <p>Select the type of document from the drop-down list to filter the documents displayed.</p>
<b>Description</b>	Filter the documents to those which have the typed words in the description.
<b>Source Reference</b>	Filter the documents to those which have the typed words in the source reference.

## Grid area fields

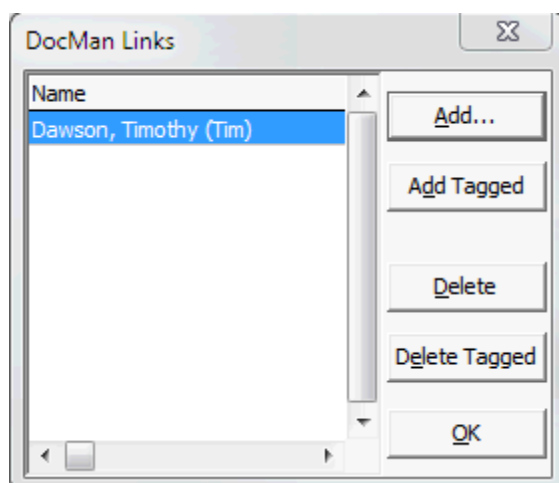
Field	Description
<b>Created Date</b>	Date and time the document, spreadsheet or picture was imported into Synergetic.
<b>Classification</b>	Classification of the item. Classifications are maintained in the <b>luDocumentClassification</b> lookup table. See <i>Maintaining lookup tables</i> in the System maintenance manual.
<b>Description</b>	Short description of the item.
<b>Source Code</b>	Source of the item. Typical examples include: <ul style="list-style-type: none"> <li>• Archive</li> <li>• Magazine</li> <li>• Newspaper</li> <li>• School Photo</li> <li>• Website.</li> </ul> Document sources are maintained in the <b>luDocumentSourceCode</b> lookup table. See <i>Maintaining lookup tables</i> in the System maintenance manual.
<b>Source Date</b>	Date the item was published or received.
<b>Source Reference</b>	Cross-reference to the source. For example the name, issue date and page of a newspaper where the student's photograph appeared.
<b>Source Path</b>	Location of the document in the file system or URL. This field shows the document's original location if the file has been embedded in the Synergetic database.
<b>Type</b>	Type of document. Typical examples include: <ul style="list-style-type: none"> <li>• DOC, DOCX (Microsoft Word document)</li> <li>• JPG (photo using the Joint Photographic Experts Group format)</li> <li>• PDF (Adobe Acrobat file)</li> <li>• XLS, XLSX (Microsoft Excel spreadsheet).</li> </ul> Document types are maintained in the <b>luDocumentType</b> lookup table. See <i>Maintaining lookup tables</i> in the System maintenance manual.
<b>Seq</b>	Unique number identifying the document.


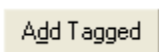


## Buttons

Button	Description
	Open the highlighted item in the appropriate application to view or change the item. For example, a community member's record includes a Microsoft Word document in the <b>DocMan</b> tab. Click  to open the document in Microsoft Word.
	<p>Import a document, spreadsheet, picture or link an external web page. See:</p> <ul style="list-style-type: none"> <li>• <i>Linking documents using a tag list</i> in the Introduction manual</li> <li>• <i>Importing one or more documents</i></li> <li>• <i>Updating existing documents.</i></li> </ul> 
	<p>Export a document, spreadsheet or picture.</p> <p>To copy a document, spreadsheet or picture from the Synergetic database and save it in a Windows folder:</p> <ol style="list-style-type: none"> <li>1. Click .</li> <li>2. Browse for the folder.</li> <li>3. Click .</li> </ol>
	<p>Open the highlighted item on the <b>DocMan</b> tab and update the information about the item.</p> <hr/> <p><b>Note:</b> You cannot update fields if the document is a photo loaded using <b>Photo Maintenance</b>.</p> <hr/>
	<p>Delete the highlighted item from the <b>DocMan</b> tab.</p> <hr/> <p><b>Note:</b> Deleting an embedded record deletes the original document, spreadsheet or picture from the Synergetic database. Deleting a linked document removes the link from the Synergetic database but does not affect the original document.</p> <hr/>

Button	Description
	<p>Maintain the community members linked to the document, spreadsheet or photo. You can:</p> <ul style="list-style-type: none"> <li>• view the community members who share a link to the document</li> <li>• link a document to: <ul style="list-style-type: none"> <li>– one or more community members</li> <li>– community members in the current tag list.</li> </ul> </li> <li>• remove the link to the: <ul style="list-style-type: none"> <li>– highlighted community member</li> <li>– community members in the current tag list.</li> </ul> </li> </ul> <p>See <b>DocMan Links window key buttons</b> below.</p>

### DocMan Links window key buttons



Button	Description
	<p>Add a community member to share the document.</p> <p>See <i>Sharing a document with other community members</i> in the Introduction manual.</p>
	<p>Add the document to the <b>DocMan</b> tab for each of the community members contained in the current tag list.</p>
	<p>Remove the document from the <b>DocMan</b> tab of the highlighted community member.</p>
	<p>Remove the document from the <b>DocMan</b> tab of all community members in the current tag list.</p>

## Medical Maintenance - Timetable tab

Use the **Timetable** tab to display the student's timetable and special events for the specified date. This tab can be used to locate a student at any time during the day.

The start and end times of any medical incidents entered for the student are displayed on their timetable. This allows you to identify a student's whereabouts, if medical incidents are entered at the time that they occur. **No** details of the incident are displayed. The **Out** time of the student is shown, if applicable.

Timetable

Awards

Attendance

Absent

File Type:

Timetable Date:

18/07/20

Time	Period
8:30am	Per 1
9:30am	Per 2
10:30am	Recess
10:45am	Per 3
11:00am - 12:30pm	Sick Bay (out 12:30pm)
11:45am	Per 4

The description defaults to **Sick Bay**. This value is maintained in Configuration File Maintenance. See *MedicalIncident configuration setting* in the System maintenance manual.

**Note:** The **Timetable** tab is identical to the **Timetable** tab in **Current Student Maintenance**. See *Current Student Maintenance - Timetable tab* in the Current students manual.



## Opening the Timetable tab

To open the **Timetable** tab:

- Open the **Medical** tab from one of the following maintenance windows:
  - Current Student Maintenance.** See *Current Student Maintenance - Medical tab* in the Current students manual.
  - Future Student Maintenance.** See *Future Student Maintenance - Medical tab* in the Future students manual.
  - Past Student Maintenance.** See *Past Student Maintenance - Medical tab* in the Past students manual.
  - Staff Maintenance.** See *Staff Maintenance - Medical tab* in the Human resources manual.
- Click **Medical Details**.
- Click the **Timetable** tab.

The **Timetable** tab of the **Medical Maintenance** window is displayed.

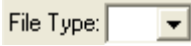
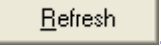
The screenshot shows the 'Medical Maintenance' window for 'Abbot, Aden' in the 2013 Semester 1. The 'Timetable' tab is selected. The window displays a table of the daily timetable with columns for Time, Period, Room, Class, Class Description, and Staff. Below the timetable is an 'Events' section with columns for Date, Description, Location, Location Description, Location Contact, and Result. Navigation buttons like '< Back', 'Next >', 'OK', and 'Exit' are at the bottom.

Time	Period	Room	Class	Class Description	Staff
8:20am	Homeroom		S/10HOMD	HomeRoom	BDB
8:30am	Assembly			Assembly	
9:00am	Period 1				
10:00am	Recess			Recess	
10:30am	Period 2		S/10ENGLM1D	English	PSB
11:20am	Period 3				
12:25pm	Period 4				
1:20pm	Lunch			Lunch	
2:15pm	Period 5		S/10FTCD	Food Technology Celebrating with Foc SHK	
3:30pm	Period 6				

Date	Description	Location	Location Description	Location Contact	Result

## Medical Maintenance - Timetable tab key fields and buttons

### Fields

Field	Description
<b>File Type</b>	Classes can be either academic or co-curricular. Change the file type selection to view classes in other areas.  <u><b>Note:</b> If you do <b>not</b> have a blank file type in the drop-down list, clear the <b>File Type</b> field</u>  <u>then click .</u>
<b>Timetable Date</b>	Timetable date.  <u><b>Note:</b> The default date is today's date. Adjust the date if necessary.</u>
<b>Current Day</b>	Timetable cycle day.
<b>Start Date</b>	Start date for the current timetable cycle.

### Timetable grid area fields

Lists the timetable of classes for the file type and date specified.

Field	Description
<b>Time</b>	Scheduled start time.
<b>Period</b>	Description for the period of time.
<b>Room</b>	Room code where the class is taking place.
<b>Class</b>	Class code.
<b>Class Description</b>	Description of the class.
<b>Staff</b>	Staff code for the staff member taking the class.

### Events grid area fields




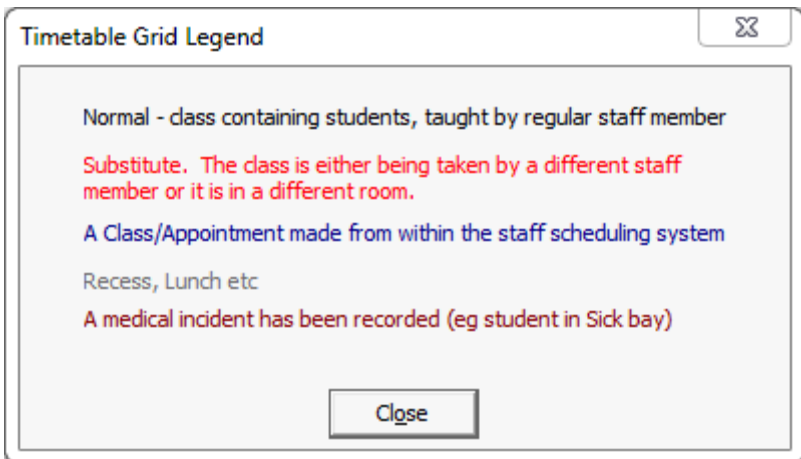
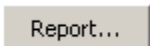
List the events for the date specified. This can be used to notify staff of camps and sporting events.

Also see:

- *Timetable Maintenance - Calendar Events tab* in the Curriculum manual
- *Current Student Maintenance - Timetable tab* in the Current students manual.

Field	Description
<b>Date</b>	Date of the event.
<b>Description</b>	Description of the event.
<b>Location</b>	Location of the event.
<b>Location Description</b>	Description of the location.
<b>Location Contact</b>	Person handling the event location.
<b>Result</b>	Outcome of the event.

## Buttons

Button	Description
	Refresh the timetable for the selected file type and date.
	Launch <b>Class Maintenance</b> for the selected class. See <i>Maintaining classes</i> in the Assessments and reports manual.
	<p>Explanation for the formatting applied to each of the classes displayed in the grid area.</p>  <ul style="list-style-type: none"> <li>• <b>Black, normal font</b> - Class containing students, taught by the regular staff member in the usual room.</li> <li>• <b>Red, normal font</b> - Class where a change has been made, either: <ul style="list-style-type: none"> <li>– a substitute teacher is taking the class</li> <li>– the class is being held in a different room to the usual room.</li> </ul> </li> <li>• <b>Blue, normal font</b> - A class or appointment has been made using <b>Staff Schedule Maintenance</b>. See <i>Maintaining co-curricular activities</i> in the Curriculum manual.</li> <li>• <b>Grey, normal font</b> - Recess and lunch.</li> <li>• <b>Burgundy, normal font</b> - A medical incident has been recorded for the student for the selected day.</li> </ul>
	<p>Launch student timetable report.</p> <p>Runs the <b>Student Timetable</b> report.</p> <p><b>Note:</b> The report may vary depending on what timetable group the student belongs to. Search for the report in <b>Configuration File Maintenance</b>. See <i>Students:ReportName configuration setting</i> in the System maintenance manual.</p>

## Medical Maintenance for the medical centre

The **Medical Maintenance** program can be used in the medical centre or sick bay to:

- access medical information about students or staff members
- record details of medical incidents
- record the times that students or staff are present in the sick bay by signing them in and out
- create relevant absence events
- view emergency contact details for a community member.

When **Medical Maintenance** is used in the medical centre it also includes the **Doctor**, **Medical**, **Contacts**, **Emergency**, **DocMan** and **Timetable** tabs normally present in **Current Student Maintenance**.

The **Medical Maintenance** program does not allow access to other types of personal non-medical information about the students or staff members.

### How to:

Sign students or staff members in to the medical centre and open their medical records. See *Signing staff/students in to the medical centre* (on page 113).

Sign students or staff members out of the medical centre and create an absence event. See *Signing staff/students out of the medical centre* (on page 116).

Sign students or staff members out of the medical centre without creating an absence event. See *Removing medical incidents* (on page 118).

Discharge all students or staff members from the medical centre. See *Discharging staff/students from the medical centre in bulk* (on page 119).

Select a student to maintain medical details for. See *Selecting staff/students to maintain in the medical centre* (on page 121).

### What you can do:

What you can do...	See...
View a summary of the student's medical details.	<i>Medical Centre Maintenance - Summary tab</i> (on page 123)
Enter details about the current medical incident.	<i>Medical Centre Maintenance - This Incident tab</i> (on page 125)
View and enter details about past medical incidents.	<i>Medical Centre Maintenance - Incidents tab</i> (on page 127)
Maintain: <ul style="list-style-type: none"> <li>• consent for medical intervention</li> <li>• membership details for medical insurance, ambulance and Medicare.</li> </ul>	<i>Medical Centre Maintenance - Consent/Insurance tab</i> (on page 139)
Maintain immunisation details.	<i>Medical Centre Maintenance - Immunisation tab</i> (on page 141)
Maintain general medical details.	<i>Medical Centre Maintenance - General tab</i> (on page 143)

What you can do...	See...
Maintain a record of: <ul style="list-style-type: none"> <li>– hearing test results</li> <li>– eyesight test results</li> <li>– speech test results</li> <li>– the use of:</li> <li>– a hearing aid</li> <li>– glasses and/or contact lenses.</li> </ul>	<i>Medical Centre Maintenance - Hearing/Eyes/Speech tab</i> (on page 157)
Maintain general information that may have a bearing on the community member's wellbeing, including: <ul style="list-style-type: none"> <li>• family background</li> <li>• emotional problems</li> <li>• religious requirements</li> <li>• dietary considerations</li> <li>• disabilities</li> <li>• miscellaneous matters.</li> </ul>	<i>Medical Centre Maintenance - Other tab</i> (on page 159)
Maintain the details of an asthma condition.	<i>Medical Centre Maintenance - Asthma tab</i> (on page 161)
Maintain information on: <ul style="list-style-type: none"> <li>• allergies</li> <li>• medication being taken at present</li> <li>• anaphylaxis (severe allergic reactions)</li> <li>• epinephrine auto-injector (EpiPen).</li> </ul>	<i>Medical Centre Maintenance - Allergy/Medication tab</i> (on page 171)
Maintain information on: <ul style="list-style-type: none"> <li>• head injuries previously sustained</li> <li>• epileptic and convulsive conditions</li> <li>• migraines and headaches.</li> </ul>	<i>Medical Centre Maintenance - Neuro tab</i> (on page 173)
Maintain information on: <ul style="list-style-type: none"> <li>• fractures sustained</li> <li>• joint problems</li> <li>• arthritis and scoliosis conditions.</li> </ul>	<i>Medical Centre Maintenance - Musculoskeletal tab</i> (on page 175)

What you can do...	See...
Maintain information on: <ul style="list-style-type: none"> <li>• medical alert bracelets</li> <li>• surgical history</li> <li>• medical history.</li> </ul>	<i>Medical Centre Maintenance - History tab</i> (on page 177)
Maintain contact information about the community member's doctor.	<i>Medical Centre Maintenance - Doctor tab</i> (on page 179)
Maintain a public medical alert.	<i>Medical Centre Maintenance - Medical tab</i> (on page 181)
View changes made to the community member's medical details.	<i>Medical Centre Maintenance - Maint tab</i> (on page 184)
Open programs created by your organisation.	<i>Medical Centre Maintenance - UserForm tab</i> (on page 186)
View contact information for the community member.	<i>Medical Centre Maintenance - Contacts tab</i> (on page 187)
View emergency contact details for the community member.	<i>Medical Centre Maintenance - Emergency tab</i> (on page 189)
View and maintain documents associated with the community member.	<i>Medical Centre Maintenance - DocMan tab</i> (on page 191)
View the timetable for a student.	<i>Medical Centre Maintenance - Timetable tab</i> (on page 193)
Open custom user forms created by your organisation.	<i>Medical Centre Maintenance - User Forms tab</i> (on page 186)

## Signing staff/students in to the medical centre

To sign staff or students in to the medical centre:

1. Click **Module > Students > Medical Maintenance**.

**Tip:** You can also access the current student functions by clicking



The **Select Medical Venue** window is displayed.

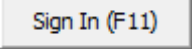
2. Select the medical venue that you want to use.

Description	Code
Not Selected	
External venue	EXTERNAL
Campus Sickbay	SICKBAY
Sports office	SPORTS

3. Click .


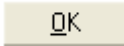
The **Medical Centre Maintenance** window is displayed.

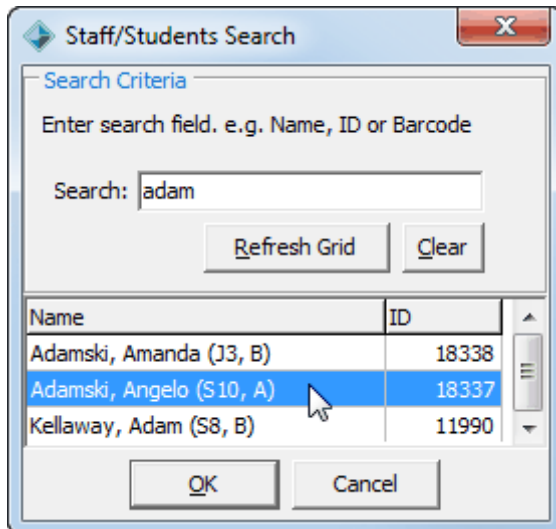
**Tip:** You can quickly switch between medical venues using the  button.

4. Click .

The **Staff/Students Search** window is displayed.

Name	ID

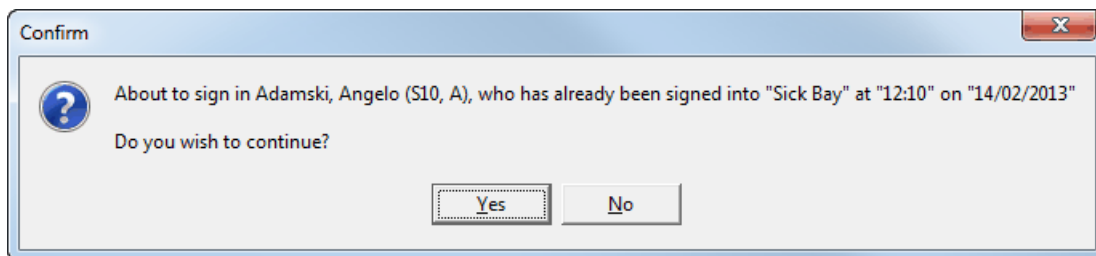
5. Type in the name, ID or barcode of the student or staff member. See *Searching* in the Introduction manual.
6. Click .
7. Select the relevant student or staff member from the grid and click .



The dialog box titled "Staff/Students Search" contains a search criteria section with a text input field labeled "Search:" containing the text "adam". Below the input field are two buttons: "Refresh Grid" and "Clear". Below the search section is a table with two columns: "Name" and "ID". The table contains three rows of data. The second row, "Adamski, Angelo (S10, A)" with ID "18337", is highlighted. Below the table are two buttons: "OK" and "Cancel".

Name	ID
Adamski, Amanda (J3, B)	18338
Adamski, Angelo (S10, A)	18337
Kellaway, Adam (S8, B)	11990

**Note:** If the student or staff member is already signed in to a medical centre, the following dialog is displayed.



The dialog box titled "Confirm" contains a question mark icon and the text: "About to sign in Adamski, Angelo (S10, A), who has already been signed into "Sick Bay" at "12:10" on "14/02/2013". Do you wish to continue?". Below the text are two buttons: "Yes" and "No".



The selector panel is displayed with the details of the student or staff member you just signed in and the **Medical Maintenance** window is displayed with their medical details.

**Medical Maintenance**

Sign In (F11) Sign Out (F12)

Name	Time In	Date In	ID
Adamski, Angelo	17:04	21/06/2012	18337

**Selection Criteria**

☒ In Sick-Bay(Now)  
☐ Today  
☐ Yesterday  
☐ Follow Ups  
☐ Date Range

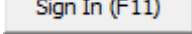
**Date Range**

☐ From: 21/06/2012  
☒ To: 21/06/2012

OK

**Count: 1**

8. You can either:

- Sign in another student or staff member by pressing .
- Maintain medical details for students or staff members who have been signed into the selected medical centre. See *Medical Maintenance for the medical centre* (on page 110).
- Sign the student or staff member out of the medical centre. See *Signing staff/students out of the medical centre* (on page 116).
- Discharge all students and staff members from the medical centre. See *Discharging staff/students from the medical centre in bulk* (on page 119).

## Signing staff/students out of the medical centre

When the student or staff member leaves the medical centre you should sign them out using the **Medical Maintenance** window. This records:

- the time that the person left the medical centre
- any changes you have made to the medical incident
- the destination of the person (class or outside of your organisation) upon leaving the medical centre
- an absence event for the time that the person was in the medical centre.

To sign a person out:

1. Select the student who is leaving the sick bay in the selector panel.

The screenshot shows the 'Medical Maintenance' window. At the top are two buttons: 'Sign In (F11)' and 'Sign Out (F12)'. Below them is a table with three columns: 'Name', 'Time In', and 'Date In'. The first row of the table is highlighted with a red border and contains the text 'Adamski, Angelo (S10, A)', '17:04', and '21/06/20'. Below the table is a 'Selection Criteria' section with five radio buttons: 'In Medical Centre (Now)' (selected), 'Today', 'Yesterday', 'Follow Ups', and 'Date Range'. Below this is a 'Date Range' section with two checked checkboxes: 'From:' and 'To:'. The 'From:' field is set to '21/06/2012' and the 'To:' field is set to '21/06/2012'. At the bottom right of the 'Date Range' section is an 'OK' button. At the bottom left of the window is a 'Count: 1' label.

Name	Time In	Date In
Adamski, Angelo (S10, A)	17:04	21/06/20

**Selection Criteria**

☒ In Medical Centre (Now)  
☐ Today  
☐ Yesterday  
☐ Follow Ups  
☐ Date Range

**Date Range**

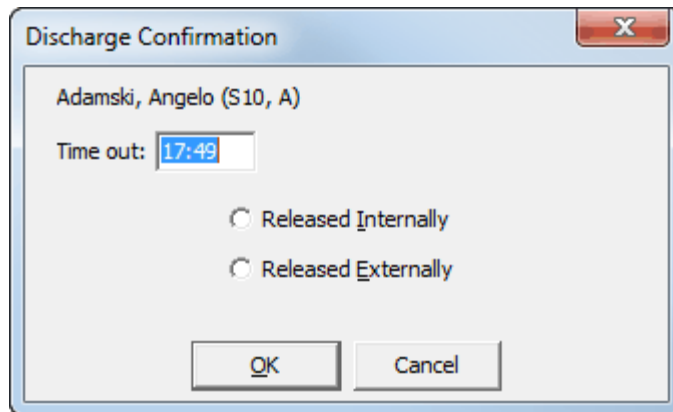
☒ From: 21/06/2012  
☒ To: 21/06/2012

OK

Count: 1

2. Click .

The **Discharge Confirmation** window is displayed.



3. Select

- **Released Internally** if the student is returning to classes.

An absence event is created for the student for their time in the medical centre.

- **Released Externally** if the student is leaving the premises.

An absence event is created for the student for the rest of the day.

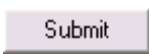
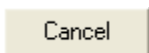
The **Create Absence Event** window is displayed. See *Absence Events Maintenance window* in the Attendance and absence events manual.

---

**Note:** The absence events created for internal and external releases are determined by the **ReleaseInternally:AbsenceEventType** and **ReleaseExternally:AbsenceEventType** configuration settings. See *ReleaseInternally:AbsenceEventType configuration setting* and *ReleaseExternally:AbsenceEventType configuration setting* in the System maintenance manual.

---

4. Click either:

-  to create an absence event.
-  to close the **Create Absence Event** window without creating an absence event.

The student or staff member is signed out and an absence event is created for the student if relevant.

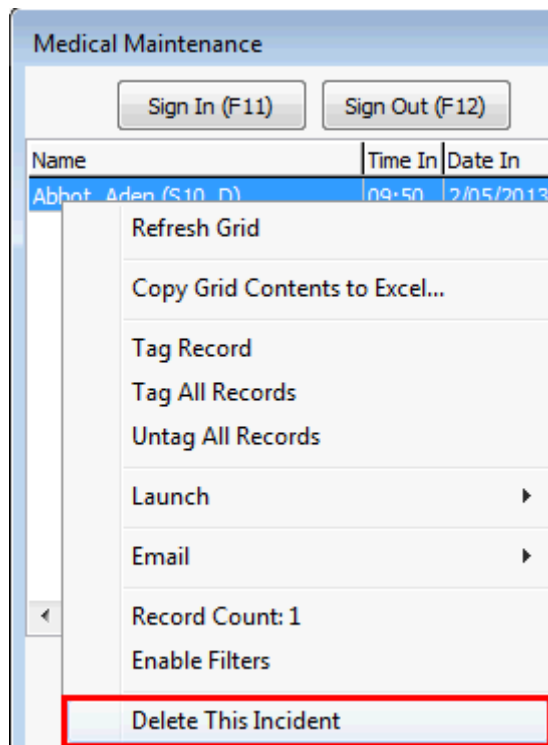
## Removing medical incidents

Normally, students and staff members are signed out of the medical centre and an absence event is created. If a student or staff member has been accidentally signed into the sick bay, you can remove the incident without creating an absence event.

**Note:** If you remove an incident this way, all information about this incident is deleted.

To remove medical incidents:

1. Right click on the student or staff member you want to remove in the selector panel.
2. Select **Delete This Incident**.



The incident is deleted and the student or staff member removed from the medical centre.

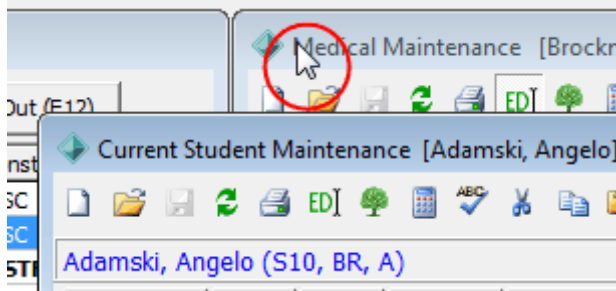
## Discharging staff/students from the medical centre in bulk

At times you may need to discharge students and staff members out of the medical centre in bulk. For example, you have recorded multiple medical incidents without signing the students or staff members out, giving the impression that students or staff members are still present in the medical centre.

**Tip:** The first time you use the medical centre in Synergetic many students may already appear signed in. Use the bulk discharge action to sign out all of the students at once.

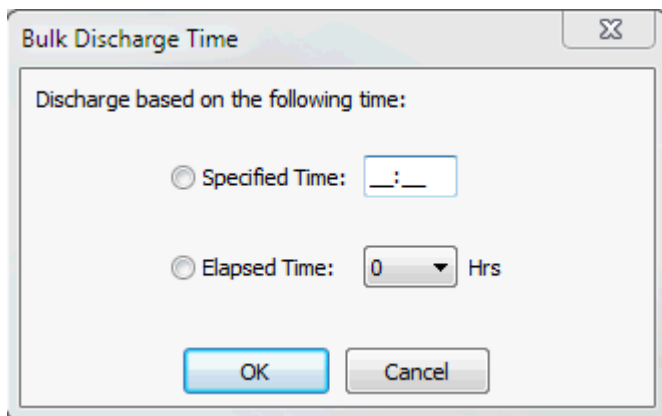
To discharge all students and staff members from the medical centre:

1. Click in the **Medical Centre Maintenance** window to ensure that it is the active window.



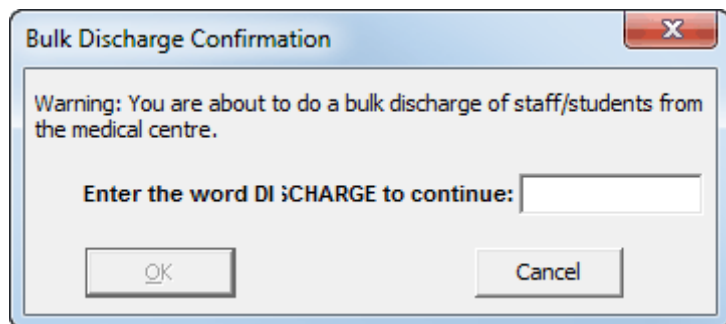
2. Select **Action > Bulk Discharge ALL from Medical Centre** from the menu-bar.

The **Bulk Discharge Time** window is displayed.



3. Select:
  - **Specified Time** to discharge all staff and students at the time you specify.
  - **Elapsed Time** to discharge all staff and students a specified number of hours after they signed in.
4. Click .

5. The **Bulk Discharge Confirmation** window is displayed.



6. Type **discharge**.

**Tip:** You can type in either upper case or lower case.

7. Click .

All students and staff members are discharged from the medical centre.

## Selecting staff/students to maintain in the medical centre

Use the selector pane to view and select students or staff members who have been signed in to the medical centre.

The selector pane is displayed when any of the **Medical Centre Maintenance** windows are open. See *Medical Maintenance for the medical centre* (on page 110).

Click the name of the student or staff member in the selector pane to display their medical details in the **Medical Centre Maintenance** window. Staff member records are displayed in bold text.

**Medical Maintenance**

Sign In (F11) Sign Out (F12)

Name	Time In	Date In
Adamski, Angelo (S10, A)	17:04	21/06/20

Selection Criteria

☒ In Medical Centre (Now)

☐ Today

☐ Yesterday

☐ Follow Ups

☐ Date Range

Date Range

☒ From: 21/06/2012

☒ To: 21/06/2012

OK

Count: 1

**Tip:** You can sort the grid entries by clicking the table headers.

**Medical Maintenance**

Sign In (F11) Sign Out (F12)

Name	Date In	Time In
Abbot, Adele (S10, D)	16/10/2012	13:35
Abbot, Jacalyn (S12, A)	16/10/2012	11:31

## Medical Centre Maintenance Selector Pane key fields and buttons

### Grid area fields

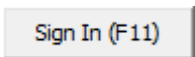
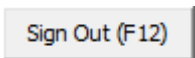

**Note:** Depending on your selection criteria only some of these fields are displayed.

Field	Description
<b>Name</b>	Name of the student or staff member in the medical centre.
<b>Time In</b>	Time the student or staff member was signed in.
<b>Date In</b>	Date the student or staff member was signed in.
<b>Time Out</b>	Time the student or staff member was signed out.
<b>ID</b>	Synergetic ID for the student or staff member.
<b>ConstitCode</b>	Code for the constituency that the student or staff member belongs to. For example, <b>@SC</b> for a current student.

### Selection fields

Field	Description
<b>Selection Criteria</b>	<p>Select either:</p> <ul style="list-style-type: none"> <li>• <b>In Medical Centre (Now)</b> to view all students and staff members currently in the medical centre</li> <li>• <b>Today</b> to view all students and staff members who have visited the medical centre today</li> <li>• <b>Yesterday</b> to view all students and staff members who visited the medical centre yesterday</li> <li>• <b>Follow Ups</b> to view all students and staff members who have a follow up scheduled in the selected date range</li> <li>• <b>Date Range</b> to view all students and staff members who visited the medical centre in the selected date range.</li> </ul>
<b>Date Range</b>	<p>Select:</p> <ul style="list-style-type: none"> <li>• <b>From</b> and enter a date to view medical centre visits or follow-ups after the selected date</li> <li>• <b>To</b> and enter a date to view medical centre visits or follow-ups before the selected date.</li> </ul>

### Buttons

Field	Description
	Sign a student or staff member in to the medical centre. See <i>Signing staff/students in to the medical centre</i> (on page 113).
	Sign a student or staff member out of the medical centre. See <i>Signing staff/students out of the medical centre</i> (on page 116).
	Apply the date range selections to the list of students or staff signed in to the medical centre.




## Medical Centre Maintenance - Summary tab

Use the **Summary** tab to view medical details about a person at a glance. It is populated by information entered on the other tabs of the **Medical Maintenance** window. Click on the headings to jump to the relevant tabs.

### Opening the Medical Centre Maintenance - Summary tab

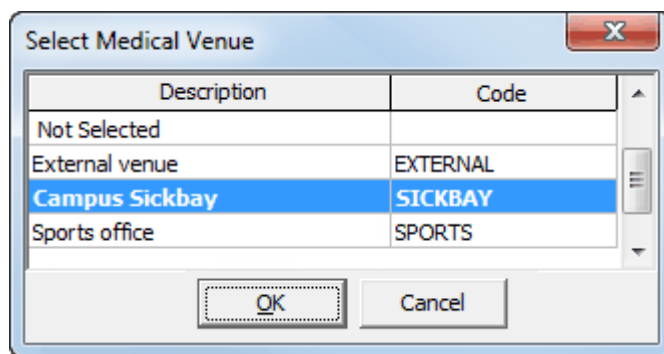
To open the **Summary** tab:

1. Click **Module > Students > Medical Maintenance**.

**Tip:** You can also access the current student functions by clicking  **Students**.

The **Select Medical Venue** window is displayed.

2. Select the medical venue that you want to use.

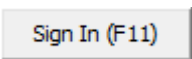


The dialog box titled "Select Medical Venue" contains a table with two columns: "Description" and "Code". The table lists four options: "Not Selected", "External venue", "Campus Sickbay", and "Sports office". The "Campus Sickbay" row is highlighted in blue. Below the table are "OK" and "Cancel" buttons.

Description	Code
Not Selected	
External venue	EXTERNAL
Campus Sickbay	SICKBAY
Sports office	SPORTS

3. Click .

The **Medical Centre Maintenance** window is displayed.

4. Click  or select a student from the selector grid. See *Signing staff/students in to the medical centre* (on page 113).

The **Summary** tab of the **Medical Centre Maintenance** window displayed for the student or staff member.

The screenshot shows a software window titled "Medical Maintenance [Adamski, Angelo (S10, A)] in [ Not Selected]". The window has a menu bar with options: Asthma, Allergy/Medicatn, Neuro, Musculoskeletal, History, Doctor, Medical, Maint, and UserForm. Below the menu bar is a tabbed interface with the following tabs: Summary (selected), This Incident, Incidents, Consent/Insurance, Immunisation, General, Hearing/Eyes/Speech, and Other. The main content area is divided into two columns. The left column contains the following sections: "Epistaxis..." with the text "Severe allergy to nuts.", "Hearing..." with "Bad hearing, needs a hearing aid.", "Diet..." with "Vegan.", "Fractures..." with "Broken arm at 11 years of age.", and "Allergies..." with "Allergic to:- Stings" and "Takes Stingos after stings.". The right column contains: "Travel Sickness..." with "Slight travel sickness, needs to sit at front of buses.", "Eyes..." (empty), "Migraine/Headaches..." with "Has migranes occasionally. May be sent home to sleep.", and "+ Asthma..." (expanded). At the bottom of the window are buttons for "Criteria...", "< Back", "Next >", "OK", and "Exit".

### Medical Centre Maintenance - Summary tab key fields and buttons

The **Summary** tab is identical to the **Summary** tab in the **Medical Maintenance** window. See *Medical Maintenance - Summary tab* (on page 16).

## Medical Centre Maintenance - This Incident tab

The **This Incident** tab is used to record details of the current medical incident. That is, the reason why the person has been signed in to the sick-bay.

### Opening the Medical Centre Maintenance - This Incident tab

To open the **This Incident** tab:

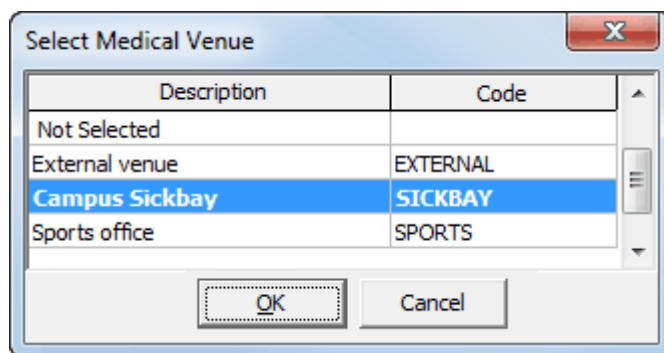
1. Click **Module > Students > Medical Maintenance**.

**Tip:** You can also access the current student functions by clicking




The **Select Medical Venue** window is displayed.

2. Select the medical venue that you want to use.



3. Click .

The **Medical Centre Maintenance** window is displayed.

4. Click  or select a student from the selector grid. See *Signing staff/students in to the medical centre* (on page 113).

The **Summary** tab of the **Medical Centre Maintenance** window displayed for the student or staff member.

5. Click the **This Incident** tab.

The **This Incident** tab of the **Medical Centre Maintenance** window is displayed.

The screenshot shows the 'Medical Maintenance' window for patient 'Adamski, Angelo (S10, A)'. The 'This Incident' tab is active. The window has a toolbar with icons for various functions. Below the toolbar is a tabbed interface with the following tabs: Asthma, Allergy/Medicatn, Neuro, Musculoskeletal, History, Doctor, Medical, Maint, UserForm, Summary, This Incident, Incidents, Consent/Insurance, Immunisation, General, Hearing/Eyes/Speech, and Other. The 'Summary' sub-tab is selected, showing fields for Date (21/06/2012), Type, Venue, Time In (16:15), Time Out, and a 'Now' button. Below these are text areas for Diagnosis, Despatch, and Comment. A 'Follow Up' checkbox and a dropdown menu are also present. At the bottom are buttons for 'Criteria...', '< Back', 'Next >', 'OK', and 'Exit'.

Medical Maintenance [Adamski, Angelo (S10, A)] in [ Not Selected]

Asthma | Allergy/Medicatn | Neuro | Musculoskeletal | History | Doctor | Medical | Maint | UserForm

Summary | **This Incident** | Incidents | Consent/Insurance | Immunisation | General | Hearing/Eyes/Speech | Other

**Summary** | Injury Details | Parent / Guardian Notifications | School Notifications | UserForm

Date: 21/06/2012 Type: Venue:

Time In: 16:15 Time Out: Now

Diagnosis:

Despatch:

Comment:

☐ Follow Up

Criteria... < Back Next > OK Exit

### Medical Centre Maintenance - This Incident tab key fields and buttons

The **This Incident** tab and its sub-tabs are identical to the **Incidents** tab, except that the selector pane showing past medical incidents is hidden. See *Medical Maintenance - Incidents tab* (on page 69).

## Medical Centre Maintenance - Incidents tab

**Important note:** The contents of this manual do not constitute medical advice, and should be applied and used as directed by your organisation's medical personnel.

Use the **Incidents** tab to maintain details of medical incidents for the following community members:

- current, future and past students
- staff.

Medical details are restricted to those with confidential record privileges. These details complement the information held on the **Medical** tab.

Any new medical incidents or changes to the incident's details are automatically recorded in corresponding history tables.

**Tip:** Only past medical incidents are shown on the **Incidents** tab. See the *Medical Centre Maintenance - This Incident tab* (on page 125) to maintain details for the current medical incident.

### How to:

- Record a medical incident. See *Recording medical incidents* (on page 7).
- Look up an existing medical incident. See *Looking up a prior medical incident* (on page 8).
- Modify an existing medical incident. See *Modifying medical incidents* (on page 10).

**What you can do:**

<b>What you can do...</b>	<b>See...</b>
For each medical incident: <ul style="list-style-type: none"> <li>maintain a summary of the incident</li> <li>schedule actions to follow up.</li> </ul>	<i>Medical Centre Maintenance - Incidents tab</i> <i>- Summary sub-tab (on page 129)</i>
For any injuries, maintain: <ul style="list-style-type: none"> <li>details of the injury sustained</li> <li>actions taken</li> <li>witnesses to the incident.</li> </ul>	<i>Medical Centre Maintenance - Incidents tab</i> <i>- Injury Details sub-tab (on page 131)</i>
For each medical incident, maintain details of: <ul style="list-style-type: none"> <li>correspondence sent home with the student</li> <li>notifications by phone to parents or guardians</li> <li>notifications by mail to parents or guardians.</li> </ul>	<i>Medical Centre Maintenance - Incidents tab</i> <i>- Parent / Guardian Notifications sub-tab (on page 133)</i>
For each medical incident, maintain details of notifications to: <ul style="list-style-type: none"> <li>other staff members at your organisation</li> <li>workers compensation, in the event that a staff member is injured while at work.</li> </ul>	<i>Medical Centre Maintenance - Incidents tab</i> <i>- School Notifications sub-tab (on page 135)</i>
Open custom user forms created by your organisation for medical incidents.	<i>Medical Centre Maintenance - Incidents tab</i> <i>- UserForm sub-tab (on page 137)</i>

## Medical Centre Maintenance - Incidents tab - Summary sub-tab

Use the **Summary** sub-tab of the **Incidents** tab to examine previous incidents in the student's medical history.

### Opening the Summary sub-tab

To open the **Summary** sub-tab of the **Incidents** tab:

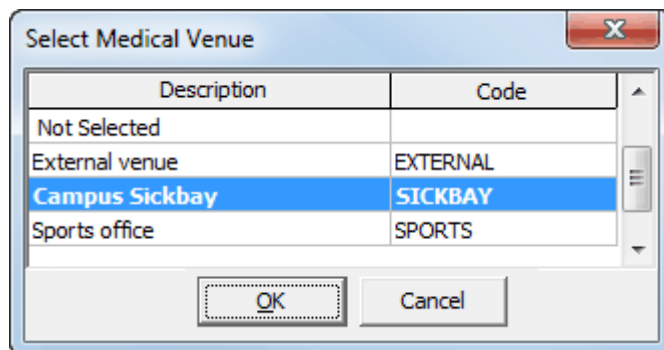
1. Click **Module > Students > Medical Maintenance**.

**Tip:** You can also access the current student functions by clicking



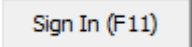
The **Select Medical Venue** window is displayed.

2. Select the medical venue that you want to use.



3. Click .

The **Medical Centre Maintenance** window is displayed.

4. Click  or select a student from the selector grid. See *Signing staff/students in to the medical centre* (on page 113).

The **Summary** tab of the **Medical Centre Maintenance** window displayed for the student or staff member.

Student Medical [Aardvark, James (Jim)]

Summary | Consent/Insurance | General | Asthma | Allergy/Medicatn | Other | Immunisation | Hearing/Eyes/Speech

Neuro | History | **Incidents** | Musculoskeletal

**Incidents**

Date	Type
25/07/2011	HEAD-A-1
9/06/2011	ALLERGY
12/05/2011	CARPETBURN
12/04/2011	ASTHMA
16/03/2011	HEAD-A-1
11/01/2011	ABDO
20/11/2010	ALLERGY
21/09/2010	HEAD-A-1
3/08/2010	ABDO
9/12/2009	ALLERGY
24/07/2009	HEAD-A-1
8/04/2009	HEAD-A-1
13/09/2008	ASTHMA

**Summary** | Injury Details | Parent / Guardian Notifications | School Notifications | UserForm

Date: 25/07/2011 Type: Headache Cat 1 Minor Venue:

Time In: 12:44 Time Out: Now

Diagnosis: Tension headache.

Despatch:

Comment:

☒ Follow Up 28/07/2011

Add Delete

< Back Next > OK Exit

### Medical Centre Maintenance - Incidents tab key fields and buttons

The **Summary** sub-tab used in **Medical Centre Maintenance** is identical to the **Summary** sub-tab in the **Medical Maintenance** window. See *Medical Maintenance - Incidents tab* (on page 69).



## Medical Centre Maintenance - Incidents tab - Injury Details sub-tab

Use the **Injury Details** sub-tab of the **Incidents** tab to list and maintain:

- details of any injury sustained
- actions taken
- witnesses to the incident.

### Opening the Injury Details sub-tab

To open the **Injury Details** sub-tab of the **Incidents** tab:

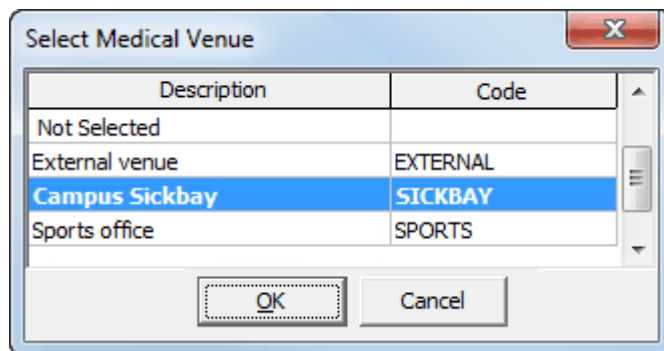
1. Click **Module > Students > Medical Maintenance**.

**Tip:** You can also access the current student functions by clicking



The **Select Medical Venue** window is displayed.

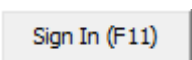
2. Select the medical venue that you want to use.



Description	Code
Not Selected	
External venue	EXTERNAL
Campus Sickbay	SICKBAY
Sports office	SPORTS

3. Click .

The **Medical Centre Maintenance** window is displayed.

4. Click  or select a student from the selector grid. See *Signing staff/students in to the medical centre* (on page 113).

The **Summary** tab of the **Medical Centre Maintenance** window displayed for the student or staff member.

5. Click the **Injury Details** sub-tab.

The **Injury Details** sub-tab of the **Incidents** tab of **Medical Centre Maintenance** is displayed.

Medical Maintenance [Alder, Gaynor (J6, A)] in [ Not Selected]

Asthma Allergy/Medicatn Neuro Musculoskeletal History Doctor Medical Maint UserForm

Summary This Incident **Incidents** Consent/Insurance Immunisation General Hearing/Eyes/Speech Other

**Incidents**

Date	Type
------	------

Add Delete

**Injury Details**

Summary Injury Details Parent / Guardian Notifications School Notifications UserForm

Treated by: [Text Field] Injury: [Text Field]

Scale of injury: [Dropdown]

How was the injury sustained: [Text Field]

Action taken: [Dropdown] Referral: [Dropdown]

Medication Prescribed: [Text Field] Medication Description: [Text Field]

Follow up action: [Text Field]

Accident witnessed by: [Text Field]

Criteria... < Back Next > OK Exit

### Medical Centre Maintenance - Incidents tab - Injury Details sub-tab key fields and buttons

The fields on the **Injury Details** sub-tab are identical to those on the **Injury Details** sub-tab of **Medical Maintenance**. See *Medical Maintenance - Incidents tab - Injury Details sub-tab* (on page 75).

## Medical Centre Maintenance - Incidents tab - Parent / Guardian Notifications sub-tab

Use the **Parent / Guardian Notifications** sub-tab of the **Incidents** tab to list and maintain details of:

- correspondence sent home with the student
- notifications by phone to parents or guardians
- notifications by mail to parents or guardians.

### Opening the Parent / Guardian Notifications sub-tab

To open the **Parent / Guardian Notifications** sub-tab of the **Incidents** tab:

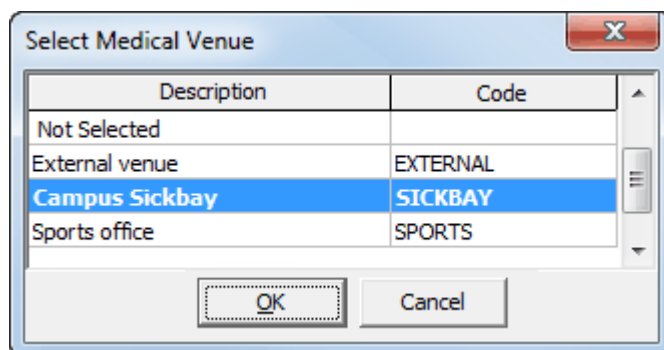
1. Click **Module > Students > Medical Maintenance**.

**Tip:** You can also access the current student functions by clicking



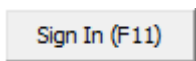
The **Select Medical Venue** window is displayed.

2. Select the medical venue that you want to use.



3. Click .

The **Medical Centre Maintenance** window is displayed.

4. Click  or select a student from the selector grid. See *Signing staff/students in to the medical centre* (on page 113).

The **Summary** tab of the **Medical Centre Maintenance** window displayed for the student or staff member.

5. Click the **Parent / Guardian Notifications** sub-tab.

The **Parent / Guardian Notifications** sub-tab of the **Incidents** tab of **Medical Centre Maintenance** is displayed.

The screenshot displays the 'Medical Maintenance' window for patient 'Alder, Gaynor (J6, A)'. The 'Incidents' tab is active, and the 'Parent / Guardian Notifications' sub-tab is selected. The interface includes a toolbar with various icons, a menu bar with options like 'Asthma', 'Allergy/Medicatn', 'Neuro', 'Musculoskeletal', 'History', 'Doctor', 'Medical', 'Maint', and 'UserForm'. Below the menu bar, there are sub-tabs: 'Summary', 'This Incident', 'Incidents', 'Consent/Insurance', 'Immunisation', 'General', 'Hearing/Eyes/Speech', and 'Other'. The 'Incidents' sub-tab contains a table with columns 'Date' and 'Type'. To the right of the table, there are checkboxes for 'Copy sent with student', 'Phoned Parent', 'Mailed Parent(s)', 'Phoned Guardian', and 'Mailed Guardian'. Each checkbox is followed by a text area for notes. At the bottom of the window, there are buttons for 'Criteria...', '< Back', 'Next >', 'OK', and 'Exit'.

### Medical Centre Maintenance - Incidents tab - Parent / Guardian Notifications sub-tab key fields and buttons

The fields on the **Parent/Guardian Notifications** sub-tab are identical to those on the **Parent/Guardian Notification** sub-tab of **Medical Maintenance**. See *Medical Maintenance - Incidents tab - Parent / Guardian Notifications sub-tab* (on page 79).

## Medical Centre Maintenance - Incidents tab - School Notifications sub-tab

Use the **School Notifications** sub-tab of the **Incidents** tab to list and maintain details of notifications to:


- other staff members at your organisation
- workers compensation, in the event that a staff member is injured while at work.

**Note:** Sick bay staff members usually maintain school notifications of incidents, based on the policy at your organisation.

## Opening the School Notifications sub-tab

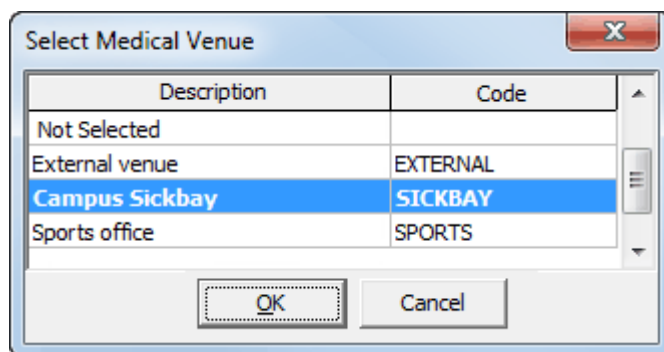
To open the **School Notifications** sub-tab of the **Incidents** tab:

1. Click **Module > Students > Medical Maintenance**.

**Tip:** You can also access the current student functions by clicking  **Students**.

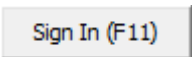
The **Select Medical Venue** window is displayed.

2. Select the medical venue that you want to use.



3. Click .

The **Medical Centre Maintenance** window is displayed.

4. Click  or select a student from the selector grid. See *Signing staff/students in to the medical centre* (on page 113).

The **Summary** tab of the **Medical Centre Maintenance** window displayed for the student or staff member.

5. Click the **School Notifications** sub-tab.

The **School Notifications** sub-tab of the **Incidents** tab of **Medical Centre Maintenance** is displayed.

Medical Maintenance [Alder, Gaynor (J6, A)] in [ Not Selected]

Asthma Allergy/Medicatn Neuro Musculoskeletal History Doctor Medical Maint UserForm

Summary This Incident Incidents Consent/Insurance Immunisation General Hearing/Eyes/Speech Other

Incidents

Date Type

Summary Injury Details Parent / Guardian Notifications School Notifications UserForm

☒ Phoned Head of House ☒ Emailed Head of House

☒ Mailed Head of House

☒ Director of Students ☒ Head of School

☒ Headmaster ☒ Workcover Claim Submitted

Add Delete

Criteria... < Back Next > OK Exit

### Medical Centre Maintenance - Incidents tab - School Notifications sub-tab key fields and buttons

The fields on the **School Notifications** sub-tab are identical to those on the **School Notifications** sub-tab of **Medical Maintenance**. See *Medical Maintenance - Incidents tab - School Notifications sub-tab* (on page 83).

## Medical Centre Maintenance - Incidents tab - UserForm sub-tab

Use the **UserForm** sub-tab to access any custom user forms created for medical incident maintenance.

### Opening the UserForm sub-tab

To open the **UserForm** sub-tab of the **Incidents** tab:

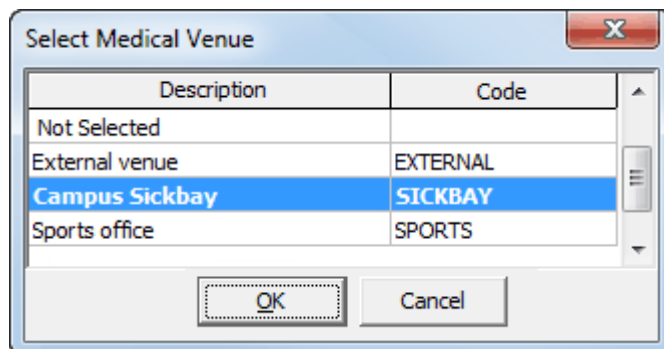
1. Click **Module > Students > Medical Maintenance**.

**Tip:** You can also access the current student functions by clicking



The **Select Medical Venue** window is displayed.

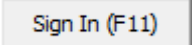
2. Select the medical venue that you want to use.

A dialog box titled "Select Medical Venue" with a close button (X) in the top right corner. It contains a table with two columns: "Description" and "Code". The table has four rows: "Not Selected", "External venue", "Campus Sickbay", and "Sports office". The "Campus Sickbay" row is highlighted in blue. Below the table are "OK" and "Cancel" buttons.

Description	Code
Not Selected	
External venue	EXTERNAL
Campus Sickbay	SICKBAY
Sports office	SPORTS

3. Click .

The **Medical Centre Maintenance** window is displayed.

4. Click  or select a student from the selector grid. See *Signing staff/students in to the medical centre* (on page 113).

The **Summary** tab of the **Medical Centre Maintenance** window displayed for the student or staff member.

5. Click the **UserForm** sub-tab.

The **UserForm** sub-tab of the **Incidents** tab of **Medical Centre Maintenance** is displayed.


The screenshot shows the 'Medical Maintenance' window for patient '[Quinn, Isabella (S8, C)]' with ID 13537. The 'Incidents' tab is selected, and the 'UserForm' sub-tab is active. On the left, a list of incidents shows one entry: '30/01/2013' with type 'ALLERGY'. The main area displays a table with columns 'Description', 'Code', and '#'. Below the table is a button with three dots (...). At the bottom, there are buttons for 'Criteria...', '< Back', 'Next >', 'OK', and 'Exit'.

### Medical Centre Maintenance - Incidents tab - UserForm sub-tab key fields and buttons

#### Grid area fields

Field	Description
<b>Description</b>	Description of the user form.
<b>Code</b>	User form code.
<b>#</b>	Number of records displayed.

#### Buttons

Button	Description
	Launch the highlighted user-defined form.



## Medical Centre Maintenance - Consent/Insurance tab

Use the **Consent/Insurance** tab to maintain:

- consent for medical intervention
- membership details for medical insurance, ambulance and Medicare
- audit information.

These details are held for quick reference in the event of emergency admission or visits to the general practitioner.

**Tip:** Flags are automatically selected when you save the medical details record and you have typed information into the corresponding fields.

## Opening the Medical Centre Maintenance - Consent/Insurance tab

To open the **Consent/Insurance** tab:

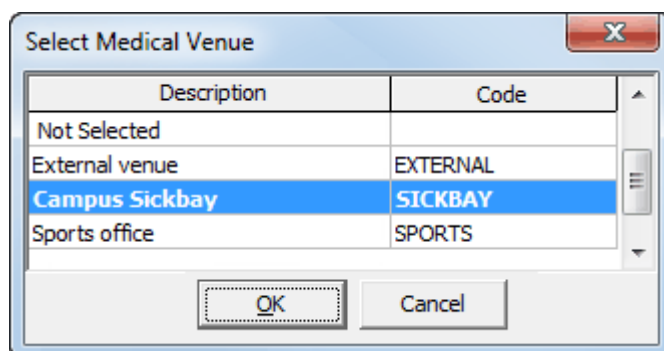
1. Click **Module > Students > Medical Maintenance**.

**Tip:** You can also access the current student functions by clicking



The **Select Medical Venue** window is displayed.

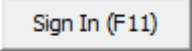
2. Select the medical venue that you want to use.



Description	Code
Not Selected	
External venue	EXTERNAL
Campus Sickbay	SICKBAY
Sports office	SPORTS

3. Click .

The **Medical Centre Maintenance** window is displayed.

4. Click  or select a student from the selector grid. See *Signing staff/students in to the medical centre* (on page 113).

The **Summary** tab of the **Medical Centre Maintenance** window displayed for the student or staff member.

5. Click the **Consent/Insurance** tab.

The **Consent/Insurance** tab of the **Medical Centre Maintenance** window is displayed.

Medical Maintenance [Abbot, Aden (S10, D)]: 2013 Term 1

[Abbot, Aden (S10, D)] ID: 13017

Summary This Incident Incidents **Consent/Insurance** Immunisation General Hearing/Eyes/Speech Other Asthma

**Consent**

☒ Medical Attention from School Doctor Consent  
☐ Medical Attention from School Dentist Consent  
☒ Medical Attention from School Nurse Consent  
☒ Paracetamol Consent  
☒ Anti Histamine Consent  
☐ Anti Inflammatory Consent  
☒ Headlice Check Consent  
☒ Ambulance Consent  
☐ Operation Consent  
☐ Anaesthetic Consent  
☐ Blood Transfusion Consent  
☒ Counsellor Consent  
☒ Sport Consent  
☒ Swim OK  
 Can Swim 50 Metres:   
 Swim Metres:

Comments if Consent not Given:

**Insurance**

☒ Private Insurance Fund: Medibank Private No: 2248 0010X ☒ Extra Cover  
☒ Ambulance Member No: 263001 Private Insurance Table: Expires: 1/06/2014  
 Medicare No: 3210 73001 5 Line: 0 Expires: 1/09/2016

**Health Care**

☐ Health Care Card Health Care Card No: Expires:

**Last Modified**

Date: 12/04/2012 8:16:46 PM By: sa

Criteria... < Back Next > OK Exit

### Medical Centre Maintenance - Consent / Insurance tab key fields and buttons

The **Consent/Insurance** tab is identical to the **Consent/Insurance** tab in the **Medical Maintenance** window. See *Medical Maintenance - Consent/Insurance tab* (on page 17).

## Medical Centre Maintenance - Immunisation tab

Use the **Immunisation** tab to maintain details of immunisation against common contagious diseases.

**Tip:** Flags are automatically selected when you save the medical details record and you have typed information into the corresponding fields.

### Opening the Medical Centre Maintenance - Immunisation tab

To open the **Immunisation** tab:

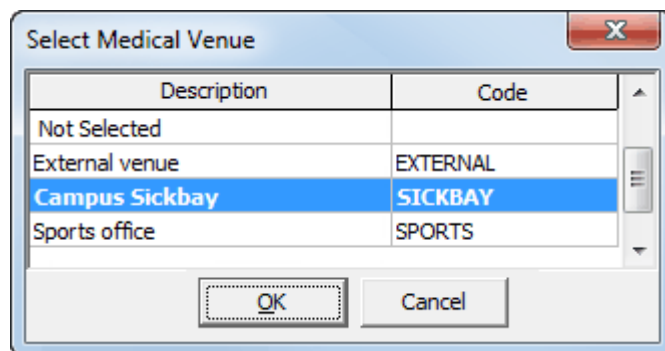
1. Click **Module > Students > Medical Maintenance**.

**Tip:** You can also access the current student functions by clicking



The **Select Medical Venue** window is displayed.

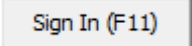
2. Select the medical venue that you want to use.



Description	Code
Not Selected	
External venue	EXTERNAL
Campus Sickbay	SICKBAY
Sports office	SPORTS

3. Click .

The **Medical Centre Maintenance** window is displayed.

4. Click  or select a student from the selector grid. See *Signing staff/students in to the medical centre* (on page 113).

The **Summary** tab of the **Medical Centre Maintenance** window displayed for the student or staff member.

5. Click the **Immunisation** tab.

The **Immunisation** tab of the **Medical Centre Maintenance** window is displayed.

Medical Maintenance [Adamski, Angelo (S10, A)] in [ Not Selected]

Asthma Allergy/Medicatn Neuro Musculoskeletal History Doctor Medical Maint UserForm  
Summary This Incident Incidents Consent/Insurance **Immunisation** General Hearing/Eyes/Speech Other

Immunisation Details (Last Immunisation Date)

☐ Immunisation Form Received: [ ] Form Status: [ ]

DTP <input checked="" type="checkbox"/> [ ]	Hepatitis A <input checked="" type="checkbox"/> 12/06/2012 [ ]	Chicken Pox <input type="checkbox"/> [ ]
ADT <input type="checkbox"/> [ ]	Hepatitis B <input type="checkbox"/> [ ]	Tuberculosis <input type="checkbox"/> [ ]
Diphtheria <input checked="" type="checkbox"/> [ ]	Hepatitis B Booster <input type="checkbox"/> [ ]	Cholera <input type="checkbox"/> [ ]
Tetanus <input checked="" type="checkbox"/> [ ]	HIB <input type="checkbox"/> [ ]	Typhoid <input type="checkbox"/> 11/06/2012 [ ]
Whooping Cough <input checked="" type="checkbox"/> [ ]	Influenza <input type="checkbox"/> [ ]	Japanese Encephalitis <input type="checkbox"/> [ ]
MMR <input type="checkbox"/> [ ]	Swine Flu <input checked="" type="checkbox"/> [ ]	Yellow Fever <input type="checkbox"/> [ ]
Measles <input type="checkbox"/> [ ]	Poliomyelitis <input type="checkbox"/> [ ]	Meningitis <input type="checkbox"/> [ ]
Mumps <input type="checkbox"/> [ ]	Meningococcal C <input type="checkbox"/> [ ]	Pneumococcal <input type="checkbox"/> [ ]
Rubella <input type="checkbox"/> [ ]	MeNZBTM <input type="checkbox"/> [ ]	HPV <input type="checkbox"/> [ ]

Immunisation Details:  
[ ]

Criteria... < Back Next > OK Exit

### Medical Centre Maintenance - Immunisation tab key fields and buttons

The **Immunisation** tab is identical to the **Immunisation** tab in the Medical Maintenance window. See *Medical Maintenance - Immunisation tab* (on page 21).

## Medical Centre Maintenance - General tab

Use the **General** tab to maintain the general details for the following community members:

- current, future and past students
- staff.

Medical details are restricted to those with confidential record privileges.

## Opening the Medical Centre Maintenance - General tab

To open the **Page 1** sub-tab of the **General** tab:

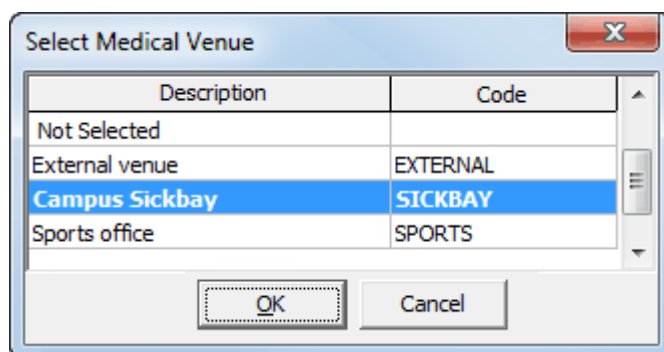
1. Click **Module > Students > Medical Maintenance**.

**Tip:** You can also access the current student functions by clicking



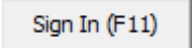
The **Select Medical Venue** window is displayed.

2. Select the medical venue that you want to use.



3. Click .

The **Medical Centre Maintenance** window is displayed.

4. Click  or select a student from the selector grid. See *Signing staff/students in to the medical centre* (on page 113).

The **Summary** tab of the **Medical Centre Maintenance** window displayed for the student or staff member.

5. Click the **General** tab.

**Page 1** of the **General** tab of the **Medical Centre Maintenance** window is displayed.

Medical Maintenance [Adamski, Angelo (S10, A)] in [ Not Selected]

Neuro | Musculoskeletal | History | Doctor | Medical | Maint | UserForm

Summary | This Incident | Incidents | Consent/Insurance | Immunisation | **General** | Hearing/Eyes/Speech | Other | Asthma | Allergy/Medicatn

Page1 | Page2 | Page3 | Page4

Page 1

☐ Glandular Fever

☐ Chronic Fatigue

☒ Epistaxis

Severe allergy to nuts.

☐ Eczema

☐ Period Pain

☒ Travel Sickness

Slight travel sickness, needs to sit at front of buses.

☐ Diabetes

Criteria... < Back Next > OK Exit

### What you can do:

What you can do...	See...
Maintain general medical information including: <ul style="list-style-type: none"> <li>glandular fever</li> <li>chronic fatigue syndrome</li> <li>epistaxis (nose bleeds)</li> <li>eczema</li> <li>period pain</li> <li>travel sickness</li> <li>diabetes.</li> </ul>	<i>Medical Centre Maintenance - General tab - Page 1 sub-tab (on page 146)</i>

What you can do...	See...
Maintain general medical information including: <ul style="list-style-type: none"> <li>• allergic rhinitis (hay fever, pollenosis)</li> <li>• chicken pox</li> <li>• enuresis (bed wetting)</li> <li>• haemophilia (blood coagulant deficiency)</li> <li>• heart conditions</li> <li>• hepatitis</li> <li>• measles</li> <li>• mumps</li> <li>• rubella.</li> </ul>	<i>Medical Centre Maintenance - General tab - Page 2 sub-tab (on page 149)</i>
Maintain general medical information including: <ul style="list-style-type: none"> <li>• nephritis or urinary tract infections</li> <li>• recurrent ear infections</li> <li>• respiratory disorders</li> <li>• rheumatic fever</li> <li>• skin complaints</li> <li>• whooping cough (pertussis)</li> <li>• ADD (Attention Deficit Disorder)</li> <li>• ADHD (Attention Deficit Hyperactivity Disorder)</li> <li>• psychological matters</li> <li>• blackouts</li> <li>• blood disorders.</li> </ul>	<i>Medical Centre Maintenance - General tab - Page 3 sub-tab (on page 152)</i>
Maintain general medical information including: <ul style="list-style-type: none"> <li>• sleep walking</li> <li>• notified medical alerts.</li> </ul>	<i>Medical Centre Maintenance - General tab - Page 4 sub-tab (on page 155)</i>

## Medical Centre Maintenance - General tab - Page 1 sub-tab

Use the **Page 1** sub-tab of the **General** tab to maintain general medical information including:

- glandular fever
- chronic fatigue syndrome
- epistaxis (nose bleeds)
- eczema
- period pain
- travel sickness
- diabetes.

The **Page 1** sub-tab is displayed when you navigate to the **General** tab.

**Tip:** Flags are automatically selected when you save the medical details record and you have typed information into the corresponding fields.



## Opening the Page 1 sub-tab

To open the **Page 1** sub-tab of the **General** tab:

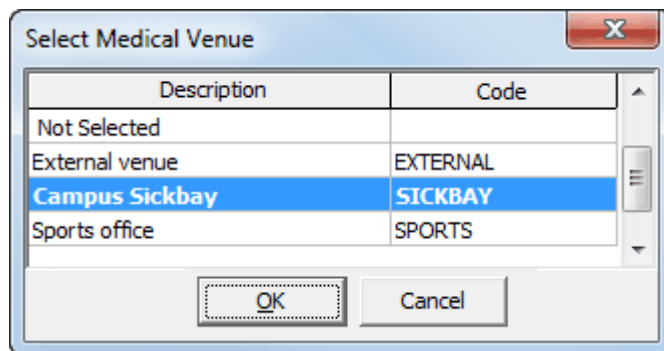
1. Click **Module > Students > Medical Maintenance**.

**Tip:** You can also access the current student functions by clicking



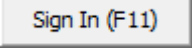
The **Select Medical Venue** window is displayed.

2. Select the medical venue that you want to use.



3. Click .

The **Medical Centre Maintenance** window is displayed.

4. Click  or select a student from the selector grid. See *Signing staff/students in to the medical centre* (on page 113).

The **Summary** tab of the **Medical Centre Maintenance** window displayed for the student or staff member.

5. Click the **General** tab.

**Page 1** of the **General** tab of the **Medical Centre Maintenance** window is displayed.

The screenshot shows the 'Medical Maintenance' window for patient 'Adamski, Angelo (S10, A)'. The 'General' tab is selected, and 'Page 1' is the active sub-tab. The window contains several medical history fields with checkboxes and text input areas. The fields are arranged in two columns. The left column includes 'Glandular Fever', 'Epistaxis' (checked), 'Period Pain', and 'Diabetes'. The right column includes 'Chronic Fatigue', 'Eczema', and 'Travel Sickness' (checked). The 'Epistaxis' field contains the text 'Severe allergy to nuts.' and the 'Travel Sickness' field contains 'Slight travel sickness, needs to sit at front of buses.' The bottom of the window has buttons for 'Criteria...', '< Back', 'Next >', 'OK', and 'Exit'.

Field	Value
Glandular Fever	<input type="checkbox"/>
Chronic Fatigue	<input type="checkbox"/>
Epistaxis	<input checked="" type="checkbox"/> Severe allergy to nuts.
Eczema	<input type="checkbox"/>
Period Pain	<input type="checkbox"/>
Travel Sickness	<input checked="" type="checkbox"/> Slight travel sickness, needs to sit at front of buses.
Diabetes	<input type="checkbox"/>

### Medical Centre Maintenance - General tab - Page 1 sub-tab key fields

The **Page 1** sub-tab is identical to the **Page 1** sub-tab in the **Medical Maintenance** window. See *Medical Maintenance - General tab - Page 1 sub-tab* (on page 27).

## Medical Centre Maintenance - General tab - Page 2 sub-tab

Use the **Page 2** sub-tab of the **General** tab to maintain general medical information including:

- allergic rhinitis (hay fever, pollenitis)
- chicken pox
- enuresis (bed wetting)
- haemophilia (blood coagulation deficiency)
- heart conditions
- hepatitis
- measles
- mumps
- rubella.

**Tip:** Flags are automatically selected when you save the medical details record and you have typed information into the corresponding fields.

## Opening the Page 2 sub-tab

To open the **Page 2** sub-tab of the **General** tab:

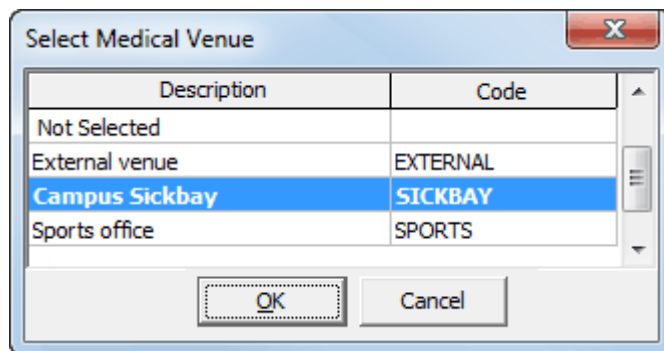
1. Click **Module > Students > Medical Maintenance**.

**Tip:** You can also access the current student functions by clicking



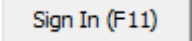
The **Select Medical Venue** window is displayed.

2. Select the medical venue that you want to use.



3. Click .

The **Medical Centre Maintenance** window is displayed.

4. Click  or select a student from the selector grid. See *Signing staff/students in to the medical centre* (on page 113).

The **Summary** tab of the **Medical Centre Maintenance** window displayed for the student or staff member.

5. Click the **General** tab.

**Page 1** of the **General** tab of the **Medical Centre Maintenance** window is displayed.

6. Click the **Page 2** sub-tab.

**Page 2** of the **General** tab of the **Medical Centre Maintenance** window is displayed.

The screenshot shows the 'Medical Maintenance' window for patient 'Alder, Gaynor (J6, A)'. The 'General' tab is selected, and 'Page 2' of the sub-tabs is active. The window contains a grid of checkboxes and text input fields for various medical conditions. The conditions listed are: Allergic Rhinitis, Enuresis (bed wetting), Hay fever, Hepatitis, Chicken Pox, Haemophilia, Heart Condition, and Measles. Each condition has a checkbox and a corresponding text input field. At the bottom of the window, there are buttons for 'Criteria...', '< Back', 'Next >', 'OK', and 'Exit'.

Condition	Input Field
<input type="checkbox"/> Allergic Rhinitis	
<input type="checkbox"/> Enuresis (bed wetting)	
<input type="checkbox"/> Hay fever	
<input type="checkbox"/> Hepatitis	
<input type="checkbox"/> Chicken Pox	
<input type="checkbox"/> Haemophilia	
<input type="checkbox"/> Heart Condition	
<input type="checkbox"/> Measles	

### Medical Centre Maintenance - General tab - Page 2 sub-tab key fields

The **Page 2** sub-tab is identical to the **Page 2** sub-tab tab in the **Medical Maintenance** window. See *Medical Maintenance - General tab - Page 2 sub-tab* (on page 30).

## Medical Centre Maintenance - General tab - Page 3 sub-tab

Use the **Page 3** sub-tab of the **General** tab to maintain general medical information including:

- nephritis / urinary tract infection
- recurrent ear infections
- respiratory disorders
- rheumatic fever
- skin complaints
- whooping cough (pertussis)
- ADD (Attention Deficit Disorder)
- ADHD (Attention Deficit Hyperactivity Disorder)
- psychological matters
- blackouts
- blood disorders.

**Tip:** Flags are automatically selected when you save the medical details record and you have typed information into the corresponding fields.

## Opening the Page 3 sub-tab

To open the **Page 3** sub-tab of the **General** tab:

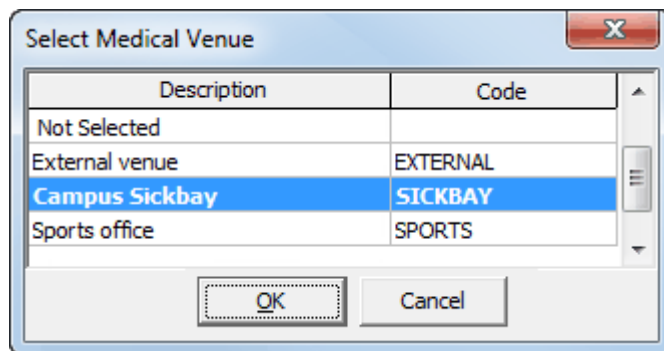
1. Click **Module > Students > Medical Maintenance**.

**Tip:** You can also access the current student functions by clicking



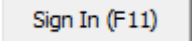
The **Select Medical Venue** window is displayed.

2. Select the medical venue that you want to use.



3. Click .

The **Medical Centre Maintenance** window is displayed.

4. Click  or select a student from the selector grid. See *Signing staff/students in to the medical centre* (on page 113).

The **Summary** tab of the **Medical Centre Maintenance** window displayed for the student or staff member.

5. Click the **General** tab.

**Page 1** of the **General** tab of the **Medical Centre Maintenance** window is displayed.

6. Click the **Page 3** sub-tab.

**Page 3** of the **General** tab of the **Medical Centre Maintenance** window is displayed.

The screenshot shows the 'Medical Maintenance' window for patient 'Alder, Gaynor (J6, A)'. The 'General' tab is selected, and 'Page 3' of the sub-tab is active. The window contains a grid of checkboxes for various medical conditions, each with a corresponding text area for notes. The conditions listed are: Nephritis / urinary tract infection, Respiratory, Skin Complaints, Attention Deficit Disorder, Recurrent Ear Infections, Rheumatic Fever, Whooping Cough, and Psychological. At the bottom, there are buttons for 'Criteria...', '< Back', 'Next >', 'OK', and 'Exit'.

Condition	Notes
<input type="checkbox"/> Nephritis / urinary tract infection	
<input type="checkbox"/> Respiratory	
<input type="checkbox"/> Skin Complaints	
<input type="checkbox"/> Attention Deficit Disorder	
<input type="checkbox"/> Recurrent Ear Infections	
<input type="checkbox"/> Rheumatic Fever	
<input type="checkbox"/> Whooping Cough	
<input type="checkbox"/> Psychological	

### Medical Centre Maintenance - General tab - Page 3 sub-tab key fields

The **Page 3** sub-tab is identical to the **Page 3** sub-tab tab in the **Medical Maintenance** window. See *Medical Maintenance - General tab - Page 3 sub-tab* (on page 33).



## Medical Centre Maintenance - General tab - Page 4 sub-tab

Use the **Page 4** sub-tab of the **General** tab to maintain general medical information including:


- sleep walking
- notified medical alerts.

**Tip:** Flags are automatically selected when you save the medical details record and you have typed information into the corresponding fields.

## Opening the Page 4 sub-tab

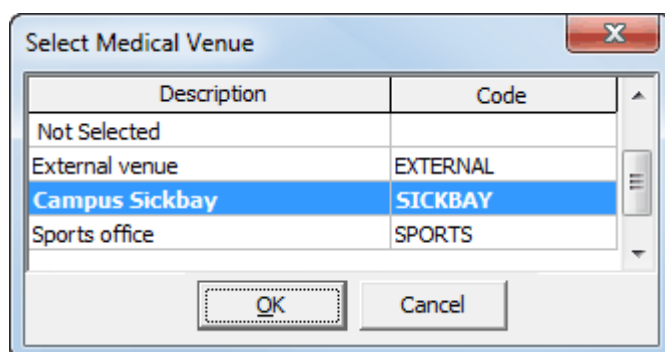
To open the **Page 4** sub-tab of the **General** tab:

1. Click **Module > Students > Medical Maintenance**.

**Tip:** You can also access the current student functions by clicking  **Students**.

The **Select Medical Venue** window is displayed.

2. Select the medical venue that you want to use.

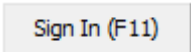


Description	Code
Not Selected	
External venue	EXTERNAL
<b>Campus Sickbay</b>	<b>SICKBAY</b>
Sports office	SPORTS

OK Cancel

3. Click .

The **Medical Centre Maintenance** window is displayed.

4. Click  or select a student from the selector grid. See *Signing staff/students in to the medical centre* (on page 113).

The **Summary** tab of the **Medical Centre Maintenance** window displayed for the student or staff member.

5. Click the **General** tab.

**Page 1** of the **General** tab of the **Medical Centre Maintenance** window is displayed.

6. Click the **Page 4** sub-tab.

**Page 4** of the **General** tab of the **Medical Centre Maintenance** window is displayed.

The screenshot shows the 'Medical Maintenance' window for patient 'Alder, Gaynor (J6, A)'. The 'General' tab is selected, and 'Page 4' is the active sub-tab. The window contains two checkboxes: 'Sleep Walking' and 'Notified Medical Alert', each followed by a large text area for notes. At the bottom, there are buttons for 'Criteria...', '< Back', 'Next >', 'OK', and 'Exit'.

### Medical Centre Maintenance - General tab - Page 4 sub-tab key fields

The **Page 4** sub-tab is identical to the **Page 4** sub-tab tab in the **Medical Maintenance** window. See *Medical Maintenance - General tab - Page 4 sub-tab* (on page 37).

## Medical Centre Maintenance - Hearing/Eyes/Speech tab

Use the **Hearing/Eyes/Speech** tab to maintain details about the student's:

- hearing test results
- eyesight test results
- speech test results
- the use of:
  - a hearing aid
  - glasses and/or contact lenses.

## Opening the Medical Centre Maintenance - Hearing/Eyes/Speech tab

To open the **Hearing/Eyes/Speech** tab:

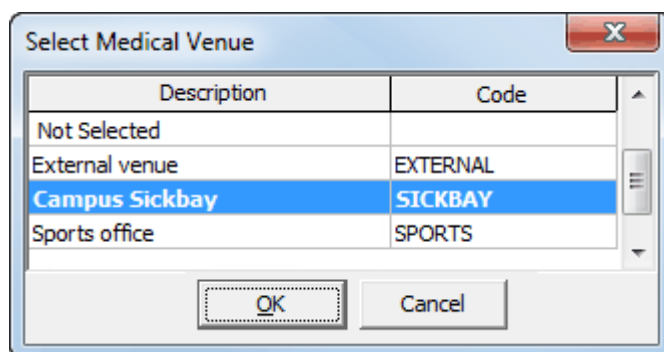
1. Click **Module > Students > Medical Maintenance**.

**Tip:** You can also access the current student functions by clicking



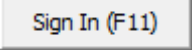
The **Select Medical Venue** window is displayed.

2. Select the medical venue that you want to use.



3. Click .

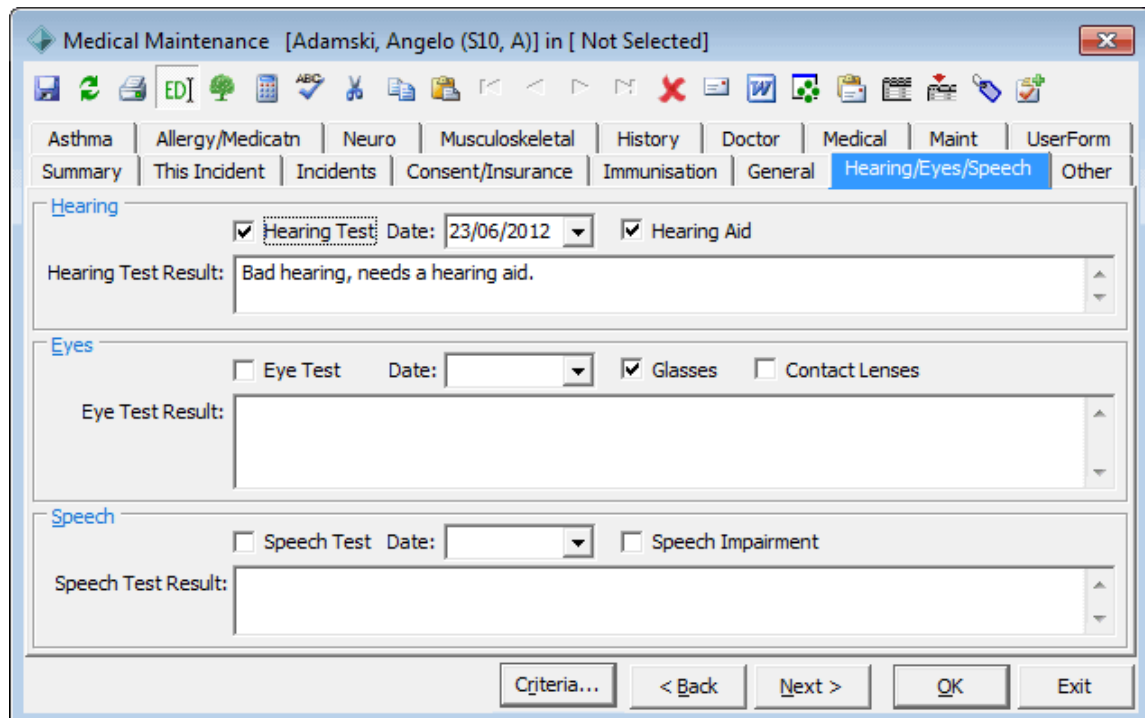
The **Medical Centre Maintenance** window is displayed.

4. Click  or select a student from the selector grid. See *Signing staff/students in to the medical centre* (on page 113).

The **Summary** tab of the **Medical Centre Maintenance** window displayed for the student or staff member.

5. Click the **Hearing/Eyes/Speech** tab.

The **Hearing/Eyes/Speech** tab of the **Medical Centre Maintenance** window is displayed.



The screenshot shows the 'Medical Maintenance' window for 'Adamski, Angelo (S10, A)'. The 'Hearing/Eyes/Speech' tab is selected. The window has a menu bar with 'Asthma', 'Allergy/Medicatn', 'Neuro', 'Musculoskeletal', 'History', 'Doctor', 'Medical', 'Maint', and 'UserForm'. Below the menu bar is a toolbar with various icons. The 'Hearing' section is active, showing a checked 'Hearing Test' checkbox, a date field set to '23/06/2012', and a checked 'Hearing Aid' checkbox. The 'Hearing Test Result' text area contains the text 'Bad hearing, needs a hearing aid.' The 'Eyes' section has an unchecked 'Eye Test' checkbox, a date field, a checked 'Glasses' checkbox, and an unchecked 'Contact Lenses' checkbox. The 'Eye Test Result' text area is empty. The 'Speech' section has an unchecked 'Speech Test' checkbox, a date field, and an unchecked 'Speech Impairment' checkbox. The 'Speech Test Result' text area is empty. At the bottom of the window are buttons for 'Criteria...', '< Back', 'Next >', 'OK', and 'Exit'.

### Medical Centre Maintenance - Hearing/Eyes/Speech tab key fields and buttons

The **Hearing/Eyes/Speech** tab is identical to the **Hearing/Eyes/Speech** tab in the **Medical Maintenance** window. See *Medical Maintenance - Hearing/Eyes/Speech tab* (on page 39).

## Medical Centre Maintenance - Other tab

Use the **Other** tab to maintain general information that may have a bearing on the community member's wellbeing, including:

- family background
- emotional problems
- religious requirements
- dietary considerations
- disabilities
- miscellaneous matters.

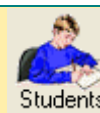
**Tip:** Flags are automatically selected when you save the medical details record and you have typed information into the corresponding fields.

## Opening the Medical Centre Maintenance - Other tab

To open the **Other** tab:

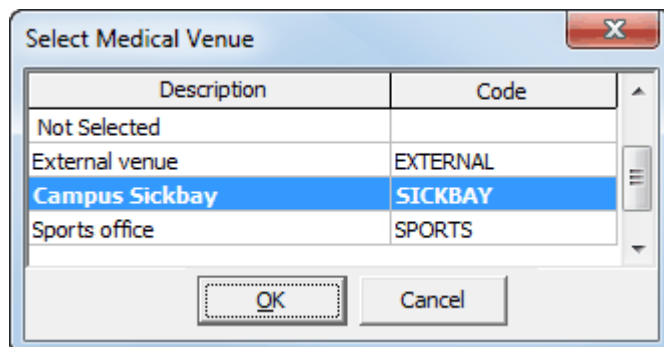
1. Click **Module > Students > Medical Maintenance**.

**Tip:** You can also access the current student functions by clicking




The **Select Medical Venue** window is displayed.

2. Select the medical venue that you want to use.



3. Click .

The **Medical Centre Maintenance** window is displayed.

4. Click  or select a student from the selector grid. See *Signing staff/students in to the medical centre* (on page 113).

The **Summary** tab of the **Medical Centre Maintenance** window displayed for the student or staff member.

5. Click the **Other** tab.

The **Other** tab of the **Medical Centre Maintenance** window is displayed.

The screenshot shows the 'Medical Maintenance' window for 'Abbot, Aden (S10, D)' in '2013 Semester 1'. The 'Other' tab is selected, displaying various input fields for patient information. The window includes a toolbar with icons for file operations and a menu bar with tabs: Allergy/Medication, Neuro, Musculoskeletal, History, Doctor, Medical, Maint, Contacts, Emergency, DocMan, TimeTable, Summary, This Incident, Incidents, Consent/Insurance, Immunisation, General, Hearing/Eyes/Speech, Other, and Asthma. The 'Other' tab contains the following fields:

- ☐ Family Background: [Text area]
- ☐ Emotional Problems: [Text area]
- ☐ Religious Requirements: [Text area]
- ☐ Diet: [Text area]
- ☐ Disabilities: [Text area] Disability Level: [Dropdown menu]
- ☐ Miscellaneous: [Text area]

At the bottom, there are buttons for 'Criteria...', '< Back', 'Next >', 'OK', and 'Exit'.

### Medical Centre Maintenance - Other tab key fields and buttons

The **Other** tab is identical to the **Other** tab in the **Medical Maintenance** window. See *Medical Maintenance - Other tab* (on page 42).

## Medical Centre Maintenance - Asthma tab

Use the **Asthma** tab to maintain the details of an asthma condition for the following community members:

- current, future and past students
- staff.

The **Asthma** tab has four sub-tabs:

- **General** sub-tab
- **Medication** sub-tab
- **Symptoms** sub-tab
- **Action** sub-tab.

Medical details are restricted to those with confidential record privileges.

### What you can do:

What you can do...	See...
Maintain information about: <ul style="list-style-type: none"> <li>• whether the person has an asthma condition</li> <li>• the severity of the condition</li> <li>• the most recent hospitalisation</li> <li>• additional details</li> <li>• any triggers</li> <li>• respiratory flow rate measurements below which external intervention is required.</li> </ul>	<i>Medical Centre Maintenance - Asthma tab - General sub-tab</i> (on page 163)
Maintain information about asthma medication: <ul style="list-style-type: none"> <li>• regularly required by the person</li> <li>• required by the person before they undertake exercise</li> <li>• taken by the person:               <ul style="list-style-type: none"> <li>– as a preventative</li> <li>– to relieve the symptoms.</li> </ul> </li> </ul>	<i>Medical Centre Maintenance - Asthma tab - Medication sub-tab</i> (on page 165)

What you can do...	See...
<p>Maintain information about:</p> <ul style="list-style-type: none"><li>• asthma symptoms that are usual</li><li>• symptoms that indicate a worsening of the asthma attack</li><li>• further information about specific symptoms such as wheezing, chest tightness, coughing and breathing difficulty</li><li>• other relevant information.</li></ul>	<p><i>Medical Centre Maintenance - Asthma tab - Symptoms sub-tab</i> (on page 167)</p>
<p>Maintain information about:</p> <ul style="list-style-type: none"><li>• whether to treat a patient suffering an asthma attack according to the policy at a regional level or at your organisation, or based on the specific instructions included</li><li>• the agreed action plan for the person.</li></ul>	<p><i>Medical Centre Maintenance - Asthma tab - Action sub-tab</i> (on page 169)</p>



## Medical Centre Maintenance - Asthma tab - General sub-tab

Use the **General** sub-tab of the **Asthma** tab to maintain information about:

- whether the person has an asthma condition
- the severity of the condition
- the most recent hospitalisation
- additional details
- any triggers
- respiratory flow rate measurements below which external intervention is required.

The **General** sub-tab is displayed when you navigate to the **Asthma** tab.

## Opening the Medical Centre Maintenance - Asthma tab - General sub-tab

To open the **General** sub-tab of the **Asthma** tab:

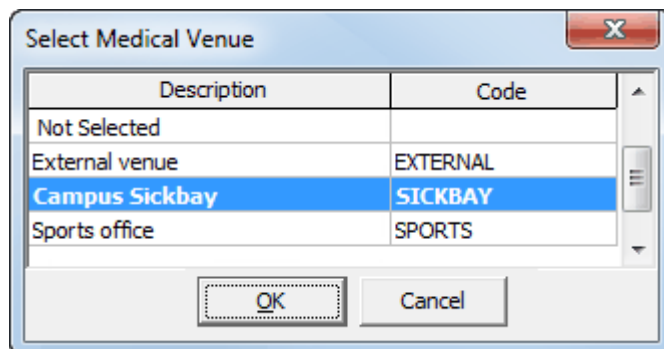
1. Click **Module > Students > Medical Maintenance**.

**Tip:** You can also access the current student functions by clicking



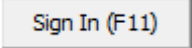
The **Select Medical Venue** window is displayed.

2. Select the medical venue that you want to use.



3. Click .

The **Medical Centre Maintenance** window is displayed.

4. Click  or select a student from the selector grid. See *Signing staff/students in to the medical centre* (on page 113).

The **Summary** tab of the **Medical Centre Maintenance** window displayed for the student or staff member.

5. Click the **Asthma** tab.

The **General** sub-tab of the **Asthma** tab of the **Medical Centre Maintenance** window is displayed.

The screenshot shows the 'Medical Maintenance' window for 'Adamski, Angelo (S10, A)'. The window has a menu bar with 'Summary', 'This Incident', 'Incidents', 'Consent/Insurance', 'Immunisation', 'General', 'Hearing/Eyes/Speech', and 'Other'. Below the menu bar is a tab bar with 'Asthma', 'Allergy/Medicatn', 'Neuro', 'Musculoskeletal', 'History', 'Doctor', 'Medical', 'Maint', and 'UserForm'. The 'Asthma' tab is selected, and within it, the 'General' sub-tab is active. The 'General' sub-tab contains a 'Flow Rates' section with 'Normal Peak', 'Low Peak', and 'Doctor Peak' fields, all set to '0'. Below this is a 'Details' section with a text area containing 'Has had several serious asthma incidents.' The window also has a 'Criteria...' button and '< Back' and 'Next >' buttons.

Medical Maintenance [Adamski, Angelo (S10, A)] in [ Not Selected]

Summary | This Incident | Incidents | Consent/Insurance | Immunisation | General | Hearing/Eyes/Speech | Other

Asthma | Allergy/Medicatn | Neuro | Musculoskeletal | History | Doctor | Medical | Maint | UserForm

General | Medication | Symptoms | Action

☒ Asthma

Category: Servere Last Hospitalisation Date:

Triggers: Pollen, Sport.

Details: Has had several serious asthma incidents.

Flow Rates

Normal Peak: 0 Low Peak: 0 Doctor Peak: 0

Criteria... < Back Next > OK Exit

### Medical Centre Maintenance - Asthma tab - General sub-tab key fields and buttons

The **General** sub-tab is identical to the **General** sub-tab in the **Medical Maintenance** window. See *Medical Maintenance - Asthma tab - General sub-tab* (on page 47).

## Medical Centre Maintenance - Asthma tab - Medication sub-tab

Use the **Medication** sub-tab of the **Asthma** tab to maintain information about asthma medication:

- regularly required by the person
- required by the person before they undertake exercise
- taken by the person:
  - as a preventative
  - to relieve the symptoms.

**Tip:** Flags are automatically selected when you save the medical details record and you have typed information into the corresponding fields.

### Opening the Medication sub-tab

To open the **Medication** sub-tab of the **Asthma** tab:

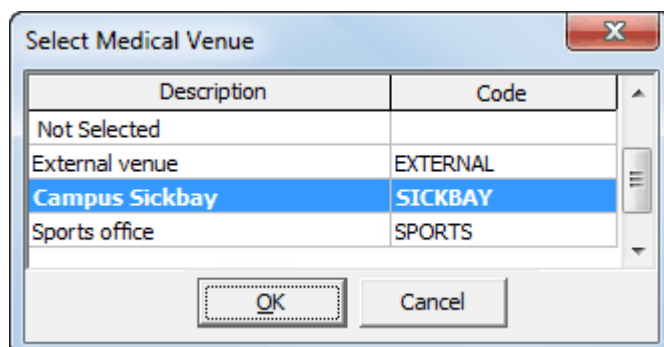
1. Click **Module > Students > Medical Maintenance**.

**Tip:** You can also access the current student functions by clicking



The **Select Medical Venue** window is displayed.

2. Select the medical venue that you want to use.



3. Click

The **Medical Centre Maintenance** window is displayed.

4. Click or select a student from the selector grid. See *Signing staff/students in to the medical centre* (on page 113).

The **Summary** tab of the **Medical Centre Maintenance** window displayed for the student or staff member.

5. Click the **Asthma** tab.

The **General** sub-tab of the **Asthma** tab of the **Medical Centre Maintenance** window is displayed.

6. Click the **Medication** sub-tab.

The **Medication** sub-tab of the **Asthma** tab of the **Medical Centre Maintenance** window is displayed.

Medical Maintenance [Quaife, Timothy (S10, D)]: 2012 Semester 1

[Quaife, Timothy (S10, D)] ID: 13531

Allergy/Medication | Neuro | Musculoskeletal | History | Doctor | Medical | Maint | UserForm | Contacts | Emergency | DodMan | TimeTable

Summary | This Incident | Incidents | Consent/Insurance | Immunisation | General | Hearing/Eyes/Speech | Other | **Asthma**

General | **Medication** | Symptoms | Action

☐ Asthma Medication Required

Specify Medications:

Dosage and times to be taken:

Administration Method:

☐ Asthma Pre-Exercise Medication Required

Specify Medications:

Dosage and times to be taken:

Administration Method:

**Medication**

☐ Prevention

☐ Relief

Criteria... < Back Next > OK Exit

### Medical Centre Maintenance - Asthma tab - Medication sub-tab key fields

The **Medication** sub-tab is identical to the **Medication** sub-tab in the **Medical Maintenance** window. See *Medical Maintenance - Asthma tab - Medication sub-tab* (on page 50).

## Medical Centre Maintenance - Asthma tab - Symptoms sub-tab

Use the **Symptoms** sub-tab of the **Asthma** tab to maintain information about:

- symptoms that are usual
- symptoms that indicate a worsening of the asthma attack
- further information about specific symptoms such as wheezing, chest tightness, coughing and breathing difficulty
- other relevant information.

**Tip:** Flags are automatically selected when you save the medical details record and you have typed information into the corresponding fields.

## Opening the Symptoms sub-tab

To open the **Symptoms** sub-tab of the **Asthma** tab:

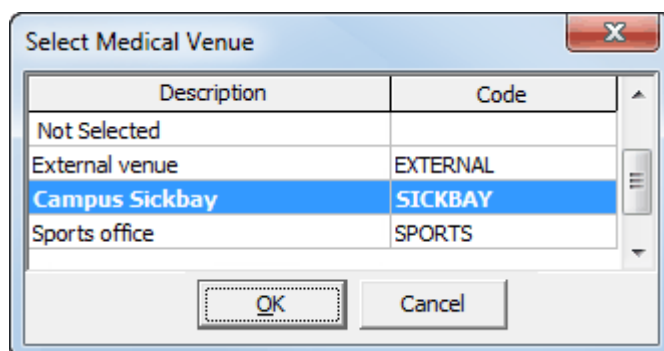
1. Click **Module > Students > Medical Maintenance**.

**Tip:** You can also access the current student functions by clicking



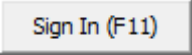
The **Select Medical Venue** window is displayed.

2. Select the medical venue that you want to use.



3. Click .

The **Medical Centre Maintenance** window is displayed.

4. Click  or select a student from the selector grid. See *Signing staff/students in to the medical centre* (on page 113).

The **Summary** tab of the **Medical Centre Maintenance** window displayed for the student or staff member.

5. Click the **Asthma** tab.

The **General** sub-tab of the **Asthma** tab of the **Medical Centre Maintenance** window is displayed.

6. Click the **Symptoms** sub-tab.

The **Symptoms** sub-tab of the **Asthma** tab of the **Medical Centre Maintenance** window is displayed.

The screenshot shows the 'Medical Maintenance' window for patient 'Abbot, Aden (S10, D)' in the '2013 Semester 1' session. The window has a menu bar with options: Allergy/Medication, Neuro, Musculoskeletal, History, Doctor, Medical, Maint, Contacts, Emergency, DocMan, and TimeTable. Below the menu bar is a sub-menu bar with options: Summary, This Incident, Incidents, Consent/Insurance, Immunisation, General, Hearing/Eyes/Speech, Other, and Asthma. The 'Asthma' tab is selected, and within it, the 'Symptoms' sub-tab is active. The 'Symptoms' sub-tab contains two columns of checkboxes and text input fields. The left column has checkboxes for 'Usual', 'Wheezing', 'Coughing', and 'Talking Difficulty'. The right column has checkboxes for 'Worsening', 'Chest Tightness', 'Breathing Difficulty', and 'Other Asthma'. Each checkbox is followed by a text input field with a vertical scrollbar. At the bottom of the window, there are buttons for 'Criteria...', '< Back', 'Next >', 'OK', and 'Exit'.

### Medical Centre Maintenance - Asthma tab - Symptoms sub-tab key fields and buttons

The **Symptoms** sub-tab is identical to the **Symptoms** sub-tab in the **Medical Maintenance** window. See *Medical Maintenance - Asthma tab - Symptoms sub-tab* (on page 53).

## Medical Centre Maintenance - Asthma tab - Action sub-tab

Use the **Action** sub-tab of the **Asthma** tab to maintain information about:

- whether to treat a patient suffering an asthma attack according to the policy at a regional level or at your organisation, or based on the specific instructions included
- the agreed action plan for the person.

### Opening the Action sub-tab

To open the **Action** sub-tab of the **Asthma** tab:

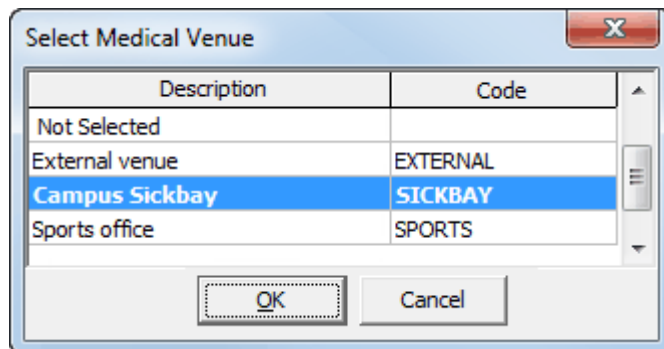
1. Click **Module > Students > Medical Maintenance**.

**Tip:** You can also access the current student functions by clicking



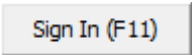
The **Select Medical Venue** window is displayed.

2. Select the medical venue that you want to use.



3. Click .

The **Medical Centre Maintenance** window is displayed.

4. Click  or select a student from the selector grid. See *Signing staff/students in to the medical centre* (on page 113).

The **Summary** tab of the **Medical Centre Maintenance** window displayed for the student or staff member.

5. Click the **Asthma** tab.

The **General** sub-tab of the **Asthma** tab of the **Medical Centre Maintenance** window is displayed.

6. Click the **Action** sub-tab.

The **Action** sub-tab of the **Asthma** tab of the **Medical Centre Maintenance** window is displayed.

The screenshot shows the 'Medical Maintenance' window for patient 'Alder, Gaynor (J6, A)'. The 'Asthma' tab is selected, and the 'Action' sub-tab is active. The window contains two checkboxes: 'Treat as per regions schools policy for Emergency Treatment' and 'Treat as per the following instructions'. Below these is a large text area for 'Asthma Action'. At the bottom are buttons for 'Criteria...', '< Back', 'Next >', 'OK', and 'Exit'.

Medical Maintenance [Alder, Gaynor (J6, A)] in [ Not Selected]

Summary | This Incident | Incidents | Consent/Insurance | Immunisation | General | Hearing/Eyes/Speech | Other | Asthma | Allergy/Medicatn | Neuro | Musculoskeletal | History | Doctor | Medical | Maint | UserForm

General | Medication | Symptoms | **Action**

☐ Treat as per regions schools policy for Emergency Treatment  
☐ Treat as per the following instructions

Asthma Action

Criteria... < Back Next > OK Exit

### Medical Centre Maintenance - Asthma tab - Action sub-tab key fields

The **Action** sub-tab is identical to the **Action** sub-tab in the **Medical Maintenance** window. See *Medical Maintenance - Asthma tab - Action sub-tab* (on page 56).



## Medical Centre Maintenance - Allergy/Medication tab

Use the **Allergy/Medication** tab to maintain information on:

- allergies they suffer from and how they should be treated
- medication they are taking at present, including dosage and administration method
- anaphylaxis (severe, life-threatening allergic reactions)
- epinephrine auto-injector (EpiPen).

**Tip:** Flags are automatically selected when you save the medical details record and you have typed information into the corresponding fields.

### Opening the Allergy/Medication tab

To open the **Allergy/Medication** tab:

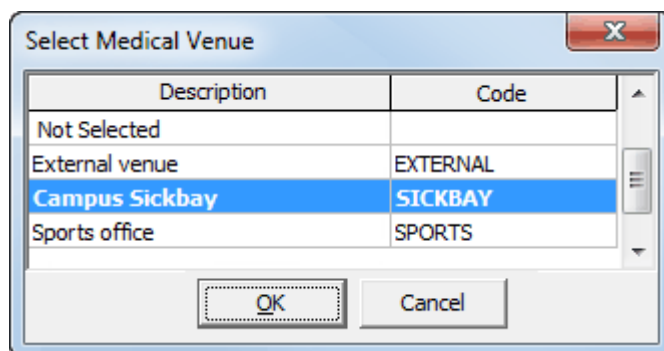
1. Click **Module > Students > Medical Maintenance**.

**Tip:** You can also access the current student functions by clicking



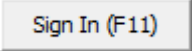
The **Select Medical Venue** window is displayed.

2. Select the medical venue that you want to use.



3. Click .

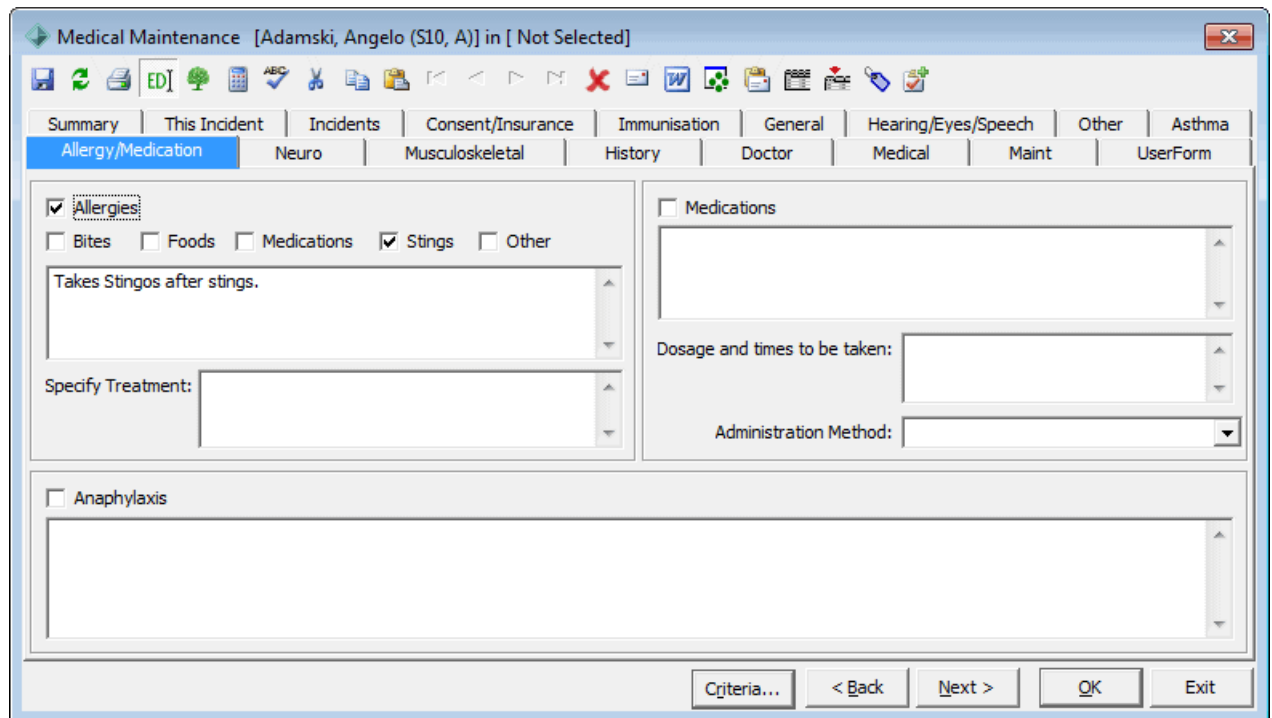
The **Medical Centre Maintenance** window is displayed.

4. Click  or select a student from the selector grid. See *Signing staff/students in to the medical centre* (on page 113).

The **Summary** tab of the **Medical Centre Maintenance** window displayed for the student or staff member.

5. Click the **Allergy/Medication** tab.

The **Allergy/Medication** tab of the **Medical Centre Maintenance** window is displayed.



The screenshot shows the 'Medical Maintenance' window for patient 'Adamski, Angelo (S10, A)'. The 'Allergy/Medication' tab is selected. The window has a toolbar with various icons and a tabbed interface. The 'Allergies' section is active, showing checkboxes for 'Bites', 'Foods', 'Medications', 'Stings', and 'Other'. The 'Stings' checkbox is checked, and the text 'Takes Stingos after stings.' is entered in the text area. Below this is a 'Specify Treatment:' text area. The 'Medications' section is inactive. The 'Anaphylaxis' section is also inactive. At the bottom, there are buttons for 'Criteria...', '< Back', 'Next >', 'OK', and 'Exit'.

### Medical Centre Maintenance - Allergy/Medication tab key fields and buttons

The **Allergy/Medication** tab is identical to the **Allergy/Medication** tab in the **Medical Maintenance** window. See *Medical Maintenance - Allergy/Medication tab* (on page 58).

## Medical Centre Maintenance - Neuro tab

Use the **Neuro** tab to maintain information on:

- head injuries previously sustained
- epileptic and convulsive conditions
- migraines and headaches.

**Tip:** Flags are automatically selected when you save the medical details record and you have typed information into the corresponding fields.

## Opening the Medical Centre Maintenance - Neuro tab

To open the **Neuro** tab:

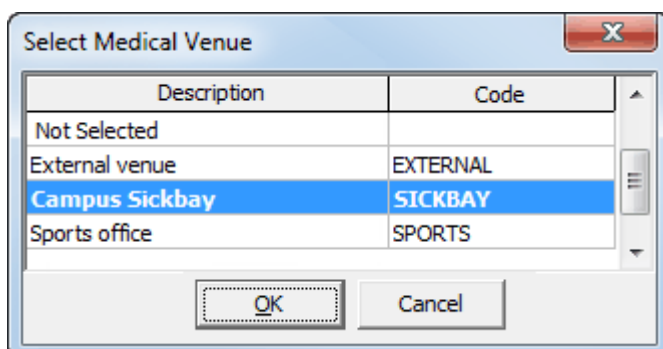
1. Click **Module > Students > Medical Maintenance**.

**Tip:** You can also access the current student functions by clicking



The **Select Medical Venue** window is displayed.

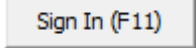
2. Select the medical venue that you want to use.



Description	Code
Not Selected	
External venue	EXTERNAL
Campus Sickbay	SICKBAY
Sports office	SPORTS

3. Click .

The **Medical Centre Maintenance** window is displayed.

4. Click  or select a student from the selector grid. See *Signing staff/students in to the medical centre* (on page 113).

The **Summary** tab of the **Medical Centre Maintenance** window displayed for the student or staff member.

5. Click the **Neuro** tab.

The **Neuro** tab of the **Medical Centre Maintenance** window is displayed.

The screenshot shows the 'Medical Maintenance' window for patient 'Adamski, Angelo (S10, A)' in the 'Not Selected' state. The 'Neuro' tab is selected in the top navigation bar. The window contains three sections for neurological conditions: 'Head Injuries' (unchecked), 'Epilepsy/Convulsions' (unchecked), and 'Migraine/Headaches' (checked). The 'Migraine/Headaches' section contains the text 'Has migranes occasionally. May be sent home to sleep.' The bottom of the window features buttons for 'Criteria...', '< Back', 'Next >', 'OK', and 'Exit'.

Summary	This Incident	Incidents	Consent/Insurance	Immunisation	General	Hearing/Eyes/Speech	Other	Asthma
Allergy/Medicatn	<b>Neuro</b>	Musculoskeletal	History	Doctor	Medical	Maint	UserForm	

☐ Head Injuries

☐ Epilepsy/Convulsions

☒ Migraine/Headaches  
Has migranes occasionally. May be sent home to sleep.

Criteria... < Back Next > OK Exit

### Medical Centre Maintenance - Neuro tab key fields and buttons

The **Neuro** tab is identical to the **Neuro** tab in the **Medical Maintenance** window. See *Medical Maintenance - Neuro tab* (on page 63).

## Medical Centre Maintenance - Musculoskeletal tab

Use the **Musculoskeletal** tab to maintain information on:

- fractures sustained
- joint problems
- arthritis and scoliosis conditions.

**Tip:** Flags are automatically selected when you save the medical details record and you have typed information into the corresponding fields.

## Opening the Medical Centre Maintenance - Musculoskeletal tab

To open the **Musculoskeletal** tab:

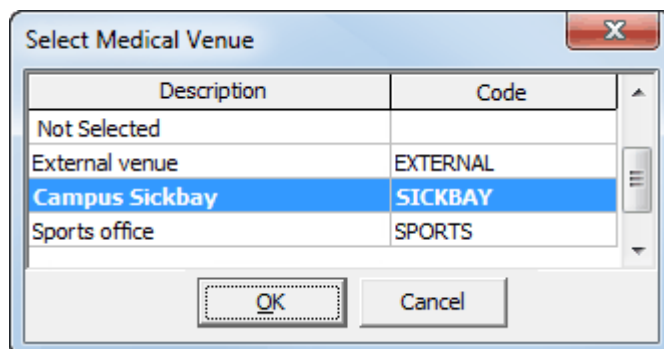
1. Click **Module > Students > Medical Maintenance**.

**Tip:** You can also access the current student functions by clicking



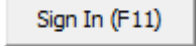
The **Select Medical Venue** window is displayed.

2. Select the medical venue that you want to use.



3. Click .

The **Medical Centre Maintenance** window is displayed.

4. Click  or select a student from the selector grid. See *Signing staff/students in to the medical centre* (on page 113).

The **Summary** tab of the **Medical Centre Maintenance** window displayed for the student or staff member.

5. Click the **Musculoskeletal** tab.

The **Musculoskeletal** tab of the **Medical Centre Maintenance** window is displayed.

The screenshot shows the 'Medical Maintenance' window for patient 'Adamski, Angelo (S10, A)'. The 'Musculoskeletal' tab is selected. The window has a menu bar with options: Summary, This Incident, Incidents, Consent/Insurance, Immunisation, General, Hearing/Eyes/Speech, Other, Asthma, Allergy/Medicatn, Neuro, Musculoskeletal, History, Doctor, Medical, Maint, and UserForm. The 'Fractures' section is checked and contains the text 'Broken arm at 11 years of age.' The 'Joints' and 'Arthritis/Scoliosis' sections are unchecked and empty. At the bottom, there are buttons for 'Criteria...', '< Back', 'Next >', 'OK', and 'Exit'.

### Medical Centre Maintenance - Musculoskeletal tab key fields and buttons

The **Musculoskeletal** tab is identical to the **Musculoskeletal** tab in the **Medical Maintenance** window. See *Medical Maintenance - Musculoskeletal tab* (on page 66).

## Medical Centre Maintenance - History tab

Use the **History** tab to maintain information on:

- medical alert bracelets
- surgical history
- medical history.

**Tip:** Flags are automatically selected when you save the medical details record and you have typed information into the corresponding fields.

## Opening the Medical Centre Maintenance - History tab

To open the **History** tab:

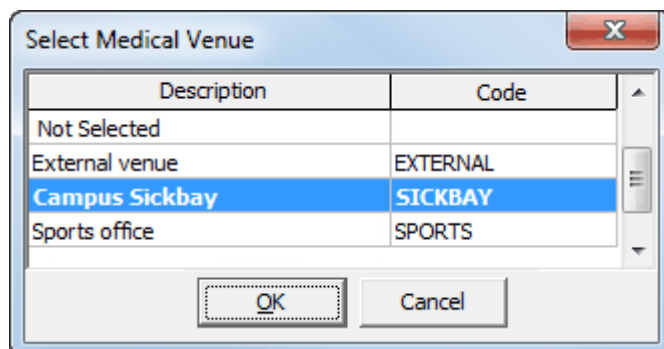
1. Click **Module > Students > Medical Maintenance**.

**Tip:** You can also access the current student functions by clicking



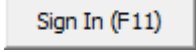
The **Select Medical Venue** window is displayed.

2. Select the medical venue that you want to use.



3. Click .

The **Medical Centre Maintenance** window is displayed.

4. Click  or select a student from the selector grid. See *Signing staff/students in to the medical centre* (on page 113).

The **Summary** tab of the **Medical Centre Maintenance** window displayed for the student or staff member.

5. Click the **History** tab.

The **History** tab of the **Medical Centre Maintenance** window is displayed.

The screenshot shows the 'Medical Maintenance' window for patient 'Adamski, Angelo (S10, A)'. The 'History' tab is selected. The window has a toolbar with various icons and a tabbed interface. The tabs are: Summary, This Incident, Incidents, Consent/Insurance, Immunisation, General, Hearing/Eyes/Speech, Other, Asthma, Allergy/Medicatn, Neuro, Musculoskeletal, History (selected), Doctor, Medical, Maint, and UserForm. The main content area contains three sections: 'Medical Bracelet' (checked), 'Surgical History' (unchecked), and 'Medical History' (unchecked). Each section has a text area for notes. At the bottom, there are buttons for 'Criteria...', '< Back', 'Next >', 'OK', and 'Exit'.

### Medical Centre Maintenance - History tab key fields and buttons

The **History** tab is identical to the **History** tab in the **Medical Maintenance** window. See *Medical Maintenance - History tab* (on page 89).



## Medical Centre Maintenance - Doctor tab

Use the **Doctor** tab to maintain contact details for:

- the student's preferred doctor for medical attention
- an optional alternative doctor or a specialist for a medical condition.

**Tip:** The **Doctor** tab is identical to the **Doctor** tab in **Current Student Maintenance** for students or **Staff Maintenance** for staff members. See *Current Student Maintenance - Doctor tab* in the *Current students manual* or *Staff Maintenance - Doctor tab* in the *Human resources manual*.

### Opening the Doctor tab

To open the **Doctor** tab:

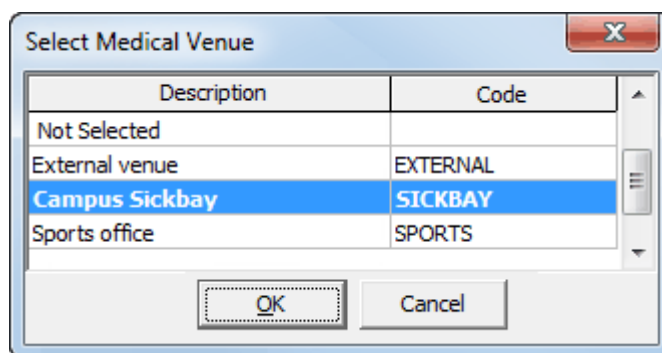
1. Click **Module > Students > Medical Maintenance**.

**Tip:** You can also access the current student functions by clicking



The **Select Medical Venue** window is displayed.

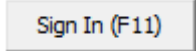
2. Select the medical venue that you want to use.



Description	Code
Not Selected	
External venue	EXTERNAL
Campus Sickbay	SICKBAY
Sports office	SPORTS

3. Click .

The **Medical Centre Maintenance** window is displayed.

4. Click  or select a student from the selector grid. See *Signing staff/students in to the medical centre* (on page 113).

The **Summary** tab of the **Medical Centre Maintenance** window displayed for the student or staff member.

5. Click the **Doctor** tab.

The **Doctor** tab of **Medical Centre Maintenance** is displayed.

Medical Maintenance [Alder, Gaynor (J6, A)] in [ Not Selected]

Summary | This Incident | Incidents | Consent/Insurance | Immunisation | General | Hearing/Eyes/Speech | Other  
 Asthma | Allergy/Medicatn | Neuro | Musculoskeletal | History | **Doctor** | Medical | Maint | UserForm

**Doctor 1**

Name:

Phone:  Alternate Phone:

Address:  Specialisation:

**Doctor 2**

Name:

Phone:  Alternate Phone:  Specialisation:

Address:

Criteria... < Back Next > OK Exit

### Medical Centre Maintenance - Doctor tab key fields

Field	Description
<b>Name</b>	Doctor's name.
<b>Phone</b>	Doctor's telephone number.
<b>Alternate Phone</b>	Alternative telephone number for the doctor.
<b>Address</b>	Doctor's address.
<b>Specialisation</b>	Doctor's field of specialisation, if applicable.

## Medical Centre Maintenance - Medical tab

Use the **Medical** tab to maintain:

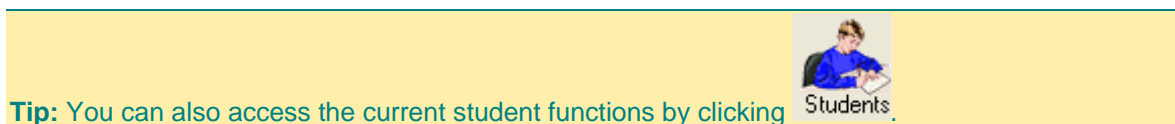
- public medical alerts, for example a medical disability
- contact details for the person's dentist
- medical details and incidents.

**Tip:** The **Medical** tab is identical to the **Medical** tab in **Current Student Maintenance** for students or **Staff Maintenance** for staff members. See *Current Student Maintenance - Doctor tab* in the *Current students manual* or *Staff Maintenance - Medical tab* in the *Human resources manual*.

### Opening the Medical tab

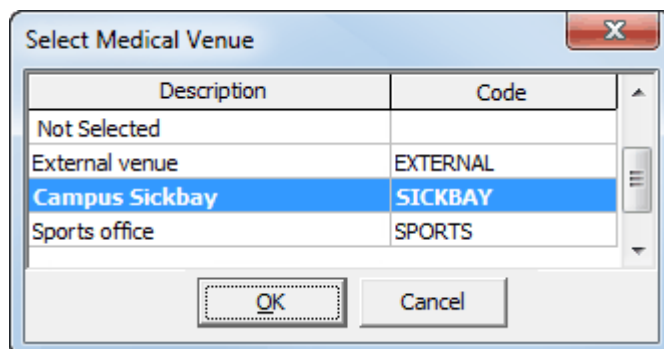
To open the **Medical** tab:

1. Click **Module > Students > Medical Maintenance**.



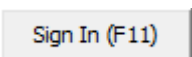
The **Select Medical Venue** window is displayed.

2. Select the medical venue that you want to use.



3. Click .

The **Medical Centre Maintenance** window is displayed.

4. Click  or select a student from the selector grid. See *Signing staff/students in to the medical centre* (on page 113).

The **Summary** tab of the **Medical Centre Maintenance** window displayed for the student or staff member.

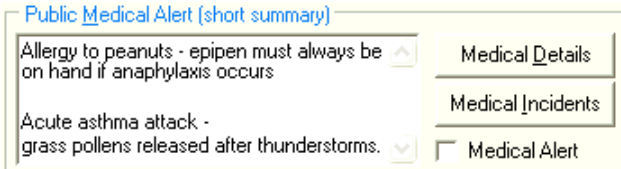



5. Click the **Medical** tab.

The **Medical** tab of **Medical Centre Maintenance** is displayed.

The screenshot shows a software window titled "Medical Maintenance [Adamski, Angelo (S10, A)] in [ Not Selected]". The window has a menu bar with options: Summary, This Incident, Incidents, Consent/Insurance, Immunisation, General, Hearing/Eyes/Speech, Other, Asthma, Allergy/Medicatn, Neuro, Musculoskeletal, History, Doctor, Medical (highlighted), Maint, and UserForm. Below the menu bar is a toolbar with various icons. The main content area is divided into two sections. The top section, titled "Public Medical Alert (short summary)", contains a text box with the text "Can suffer from anxiety in loud situations." and three buttons: "Medical Details", "Medical Incidents", and "Medical Alert" (which has a checked checkbox next to it). The bottom section, titled "Dentist", contains three input fields: "Name:", "Phone:", and "Address:". The "Phone:" field is split into "Phone:" and "Alternate Phone:". At the bottom of the window are five buttons: "Criteria...", "< Back", "Next >", "OK", and "Exit".

## Medical Centre Maintenance - Medical tab key fields and buttons

### Medical area fields

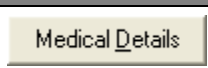
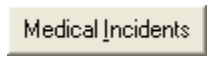
Field	Description
<b>Public Medical Alert</b>	<p>Enter a summary of any medical information that needs to be known throughout your organisation, such as potentially life-threatening conditions including anaphylaxis, asthma and epilepsy.</p>  <p><b>Tip:</b> When you are positioned in the field, you can click  on the Synergetic toolbar to check the spelling of the text.</p>
<b>Medical Alert</b>	<p>Select to indicate that the student has a medical condition that staff members need to be alerted to.</p> <p>The medical alert icon  is displayed on the <b>Student Maintenance</b> window.</p> <p><b>Tip:</b> Click on the  icon on the <b>Student Maintenance</b> window to go straight to the <b>Medical</b> tab.</p>

### Dentist area fields

Use the **Dentist** area to maintain the contact details for the student's dentist.

Field	Description
<b>Name</b>	Dentist's name.
<b>Phone</b>	Dentist's telephone number.
<b>Alternate Phone</b>	Alternative telephone number for the dentist.
<b>Address</b>	Dentist's address.

### Medical area buttons

Button	Description
	Maintain the details and medical history of the person. See <i>Maintaining medical details</i> (on page 13).
	Maintain the details of a particular medical incident involving the person. See <i>Medical Maintenance - Incidents tab</i> (on page 69).

## Medical Centre Maintenance - Maint tab

Use the **Maint** tab to view changes made to the student's medical details.

### Opening the Maint tab

To open the Maint tab:

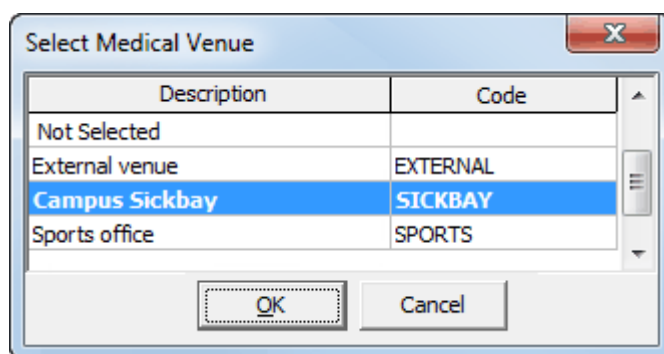
1. Click **Module > Students > Medical Maintenance**.

**Tip:** You can also access the current student functions by clicking



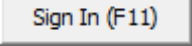
The **Select Medical Venue** window is displayed.

2. Select the medical venue that you want to use.



3. Click .

The **Medical Centre Maintenance** window is displayed.

4. Click  or select a student from the selector grid. See *Signing staff/students in to the medical centre* (on page 113).

The **Summary** tab of the **Medical Centre Maintenance** window displayed for the student or staff member.

5. Click the **Maint** tab.

The **Maint** tab of the **Medical Centre Maintenance** window is displayed.

Comment	ID	ModifiedDate	ModifiedBy	OperationConsentFlag	AnaestheticConsentFlag	Blood
	18337	20/04/2012 3:25:00 PM	sa	False	False	False
	18337	21/06/2012 3:13:46 PM	sa	False	False	False
	18337	21/06/2012 3:13:58 PM	sa	False	False	False
	18337	21/06/2012 3:14:20 PM	sa	False	False	False
	18337	21/06/2012 3:58:10 PM	sa	True	False	False
	18337	21/06/2012 3:58:46 PM	sa	True	False	False
	18337	21/06/2012 3:58:51 PM	sa	True	False	False
	18337	21/06/2012 4:00:12 PM	sa	True	False	False
	18337	21/06/2012 4:00:26 PM	sa	True	False	False
	18337	21/06/2012 4:00:33 PM	sa	True	False	False
	18337	21/06/2012 4:05:38 PM	sa	True	False	False

### Medical Centre Maintenance - Maint tab key fields and buttons

The **Maint** tab is identical to the **Maint** tab in the **Medical Maintenance** window. See *Medical Maintenance - Maint tab* (on page 91).

## Medical Centre Maintenance - User Forms tab

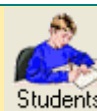
Use the **User Forms** tab to access any custom user forms created for medical maintenance.

### Opening the User Forms tab

To open the **User Forms** tab:

1. Click **Module > Students > Medical Maintenance**.

**Tip:** You can also access the current student functions by clicking



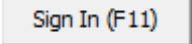
The **Select Medical Venue** window is displayed.

2. Select the medical venue that you want to use.

Description	Code
Not Selected	
External venue	EXTERNAL
Campus Sickbay	SICKBAY
Sports office	SPORTS

3. Click .

The **Medical Centre Maintenance** window is displayed.

4. Click  or select a student from the selector grid. See *Signing staff/students in to the medical centre* (on page 113).

The **Summary** tab of the **Medical Centre Maintenance** window displayed for the student or staff member.

5. Click the **User Forms** tab.

The **User Forms** tab of the **Medical Centre Maintenance** window is displayed.

### Medical Centre Maintenance - User Forms tab key fields and buttons

The **User Forms** tab is identical to the **User Forms** tab in the **Medical Maintenance** window. See *Medical Maintenance - User Forms tab* (on page 92).



## Medical Centre Maintenance - Contacts tab

Use the **Contacts** tab to view and maintain contact details for primary and additional contacts, particularly guardians and parents. You can add as many contacts to the student record as necessary.

**Note:** The **Medical Centre Maintenance - Contacts tab** is identical to the **Contacts** tab in **Current Student Maintenance**. See *Current Student Maintenance - Contacts tab* in the *Current students manual*.

**Note:** Emergency contacts and debtors are not necessarily contacts.

### SC1 contact

The **SC1** contact is the person or couple most important to the student, usually one or both of the student's natural parents. Synergetic uses the **SC1** contact to create a family structure, which is displayed on the **Siblings** tab. All students who share the same **SC1** contact are shown on the **Siblings** tab. See *SES (Socioeconomic status) parent extraction settings* in the *System maintenance manual*.

If **Primary** is not selected, creating an **SC** contact who is:

- a parent adds the **SC** contact and their partner to the **@PC** constituency
- **not** a parent, adds the **SC** contact and their partner to the **@SCOC** (student contact other contact) constituency.


**Note:** If **Primary** is selected, only the primary contact is added to a constituency. That is, if the student's contact has a spouse, the spouse does not receive the **@PC** or **@SCOC** constituency.

Creating an emergency contact adds the contact to the **@SCEC** constituency. See *Community Maintenance - Constits tab* in the *Community manual*.

### Opening the Contacts tab

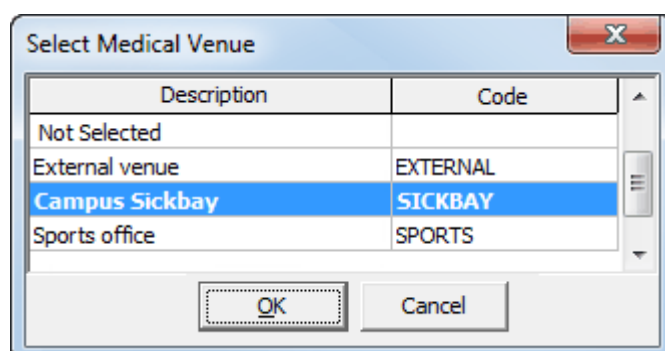
To open the **Contacts** tab:

1. Click **Module > Students > Medical Maintenance**.

**Tip:** You can also access the current student functions by clicking  **Students**.

The **Select Medical Venue** window is displayed.

2. Select the medical venue that you want to use.

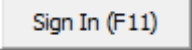


Description	Code
Not Selected	
External venue	EXTERNAL
<b>Campus Sickbay</b>	<b>SICKBAY</b>
Sports office	SPORTS

OK Cancel

3. Click .

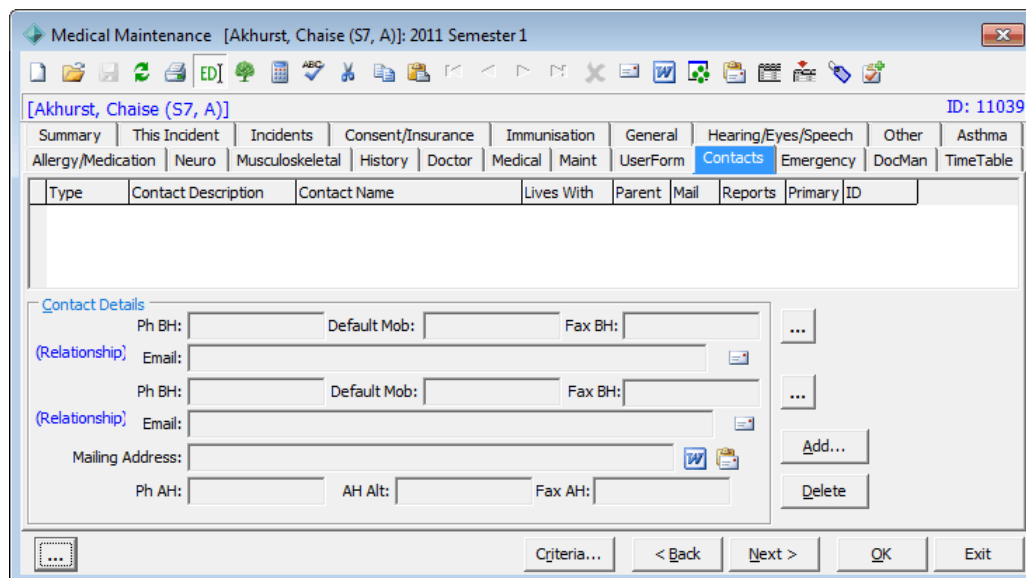
The **Medical Centre Maintenance** window is displayed.

4. Click  or select a student from the selector grid. See *Signing staff/students in to the medical centre* (on page 113).

The **Summary** tab of the **Medical Centre Maintenance** window displayed for the student or staff member.

5. Click the **Contacts** tab.

The **Contacts** tab of **Medical Centre Maintenance** is displayed.



Medical Maintenance [Akhurst, Chaise (S7, A)]: 2011 Semester 1

[Akhurst, Chaise (S7, A)] ID: 11039

Summary | This Incident | Incidents | Consent/Insurance | Immunisation | General | Hearing/Eyes/Speech | Other | Asthma  
Allergy/Medication | Neuro | Musculoskeletal | History | Doctor | Medical | Maint | UserForm | **Contacts** | Emergency | DocMan | TimeTable

Type	Contact Description	Contact Name	Lives With	Parent	Mail	Reports	Primary	ID
------	---------------------	--------------	------------	--------	------	---------	---------	----

Contact Details

Ph BH: [ ] Default Mob: [ ] Fax BH: [ ] ...

(Relationship) Email: [ ]

Ph BH: [ ] Default Mob: [ ] Fax BH: [ ] ...

(Relationship) Email: [ ]

Mailing Address: [ ]

Ph AH: [ ] AH Alt: [ ] Fax AH: [ ]

Add...  
Delete

Criteria... < Back Next > OK Exit

### Medical Centre Maintenance - Contacts tab key fields and buttons

The **Contacts** tab is identical to the **Contacts** tab in the **Medical Maintenance** window. See *Medical Maintenance - Contacts tab* (on page 93).

## Medical Centre Maintenance - Emergency tab

Use the **Emergency** tab to maintain details of up to three people who can be contacted in the event of an emergency.


**Tip:** You can maintain emergency contact details through the **Contacts** tab, using contact codes **SE1-SE3**. Use the **Contacts** tab if the emergency contact person is already in your organisation's database. For example, the parent of another student.

**Note:** The **Emergency** tab is the same as the **Emergency** tab in **Current Student Maintenance**. See *Current Student Maintenance - Emergency tab* in the Current students manual.

### Opening the Emergency tab

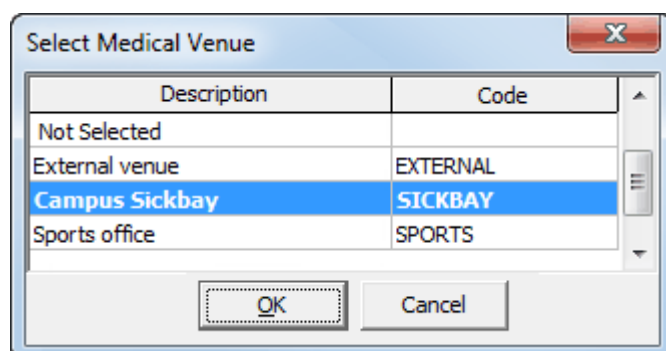
To open the **Emergency** tab:

1. Click **Module > Students > Medical Maintenance**.

**Tip:** You can also access the current student functions by clicking  **Students**.

The **Select Medical Venue** window is displayed.

2. Select the medical venue that you want to use.

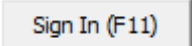


Description	Code
Not Selected	
External venue	EXTERNAL
<b>Campus Sickbay</b>	<b>SICKBAY</b>
Sports office	SPORTS

OK Cancel

3. Click .

The **Medical Centre Maintenance** window is displayed.

4. Click  or select a student from the selector grid. See *Signing staff/students in to the medical centre* (on page 113).

The **Summary** tab of the **Medical Centre Maintenance** window displayed for the student or staff member.

5. Click the **Emergency** tab.

The **Emergency** tab of the **Medical Centre Maintenance** window is displayed.

The screenshot shows the 'Medical Maintenance' window for 'Akhurst, Chaise (S7, A): 2011 Semester 1'. The 'Emergency' tab is selected. The window contains two sections for emergency contact details, 'Emergency 1' and 'Emergency 2'. Each section has fields for ID, Name, Phone, Alt Phone, Address, and Relationship. The 'Emergency 1' section is currently active. The window also has a toolbar at the top and a status bar at the bottom with buttons for 'Criteria...', '< Back', 'Next >', 'OK', and 'Exit'.

Summary	This Incident	Incidents	Consent/Insurance	Immunisation	General	Hearing/Eyes/Speech	Other	Asthma			
Allergy/Medication	Neuro	Musculoskeletal	History	Doctor	Medical	Maint	UserForm	Contacts	Emergency	DocMan	TimeTable

Emergency 1/2 | Emergency 3

Emergency 1 Contact Details

ID: ...

Name:

Phone:  Alt Phone:

Address:

Relationship:

Emergency 2 Contact Details

ID: ...

Name:

Phone:  Alt Phone:

Address:

Relationship:

Criteria... < Back Next > OK Exit

### Medical Centre Maintenance - Emergency tab key fields and buttons

The **Emergency** tab is identical to the **Emergency** tab in the **Medical Maintenance** window. See *Medical Maintenance - Emergency tab* (on page 98).

## Medical Centre Maintenance - DocMan tab

Use the **DocMan** tab to add documents, spreadsheets and pictures to a student's file.

The file is converted and stored in the database. The original file can then be deleted.

Also see *Using document management (DocMan)* in the Introduction manual.

**Note:** The **DocMan** tab is identical to the **DocMan** tab in **Current Student Maintenance**. See *Current Student Maintenance - DocMan tab* in the Current students manual.

### Opening the DocMan tab

To open the **DocMan** tab:

1. Click **Module > Students > Medical Maintenance**.

**Tip:** You can also access the current student functions by clicking



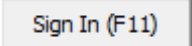
The **Select Medical Venue** window is displayed.

2. Select the medical venue that you want to use.

Description	Code
Not Selected	
External venue	EXTERNAL
Campus Sickbay	SICKBAY
Sports office	SPORTS

3. Click .

The **Medical Centre Maintenance** window is displayed.

4. Click  or select a student from the selector grid. See *Signing staff/students in to the medical centre* (on page 113).

The **Summary** tab of the **Medical Centre Maintenance** window displayed for the student or staff member.

5. Click the **DocMan** tab.

The **DocMan** tab of the **Medical Centre Maintenance** window is displayed.

The screenshot shows the 'Medical Maintenance' window for patient '[Akhurst, Chaise (S7, A)]' in '2011 Semester 1'. The window has a standard toolbar and a tabbed interface. The 'DocMan' tab is selected, showing a list of documents. The 'Filter' section includes 'Classification:' and 'Document Type:' dropdown menus, and 'Description:' and 'Source Reference:' text boxes. On the right, there are buttons for 'Open', 'Import...', 'Export...', 'Update...', 'Delete', and 'Links'. At the bottom, there are buttons for 'Criteria...', '< Back', 'Next >', 'OK', and 'Exit'. The patient's ID is '11039'.

### Medical Centre Maintenance - DocMan tab key fields and buttons

The **DocMan** tab is identical to the **DocMan** tab in the **Medical Maintenance** window. See *Medical Maintenance - DocMan tab* (on page 101).

## Medical Centre Maintenance - Timetable tab

Use the **Timetable** tab to display the student's timetable and special events for the specified date. This tab can be used to locate a student at any time during the day.

The start and end times of any medical incidents entered for the student are displayed on their timetable. This allows you to identify a student's whereabouts, if medical incidents are entered at the time that they occur. **No** details of the incident are displayed. The **Out** time of the student is shown, if applicable.

Timetable	Awards	Attendance	Absent
File Type: <input type="text"/>	Timetable Date: 18/07/20		
Time	Period		
8:30am	Per 1		
9:30am	Per 2		
10:30am	Recess		
10:45am	Per 3		
11:00am - 12:30pm	Sick Bay (out 12:30pm)		
11:45am	Per 4		

The description defaults to **Sick Bay**. This value is maintained in Configuration File Maintenance. See *MedicalIncident configuration setting* in the System maintenance manual.

**Note:** The **Timetable** tab is identical to the **Timetable** tab in **Current Student Maintenance**. See *Current Student Maintenance - Timetable tab* in the Current students manual.

## Opening the Timetable tab

To open the **Timetable** tab:

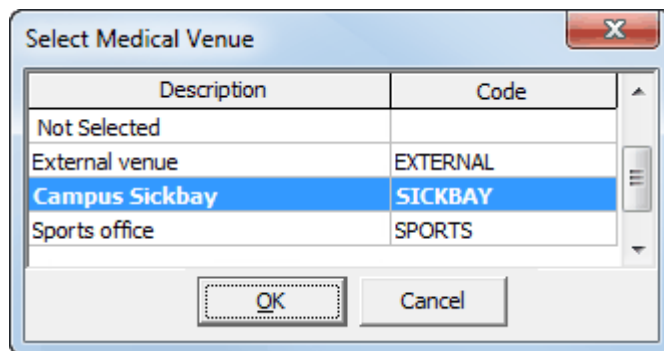
1. Click **Module > Students > Medical Maintenance**.

**Tip:** You can also access the current student functions by clicking



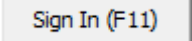
The **Select Medical Venue** window is displayed.

2. Select the medical venue that you want to use.



3. Click .

The **Medical Centre Maintenance** window is displayed.

4. Click  or select a student from the selector grid. See *Signing staff/students in to the medical centre* (on page 113).

The **Summary** tab of the **Medical Centre Maintenance** window displayed for the student or staff member.

5. Click the **Timetable** tab.



The **Timetable** tab of **Medical Centre Maintenance** is displayed.

Medical Maintenance [Akhurst, Chaise (S7, A)]: 2011 Semester 1

[Akhurst, Chaise (S7, A)] ID: 11039

Summary | This Incident | Incidents | Consent/Insurance | Immunisation | General | Hearing/Eyes/Speech | Other | Asthma | Allergy/Medication | Neuro | Musculoskeletal | History | Doctor | Medical | Maint | UserForm | Contacts | Emergency | DocMan | TimeTable

File Type: Timetable Date: 05/09/2012 Refresh Current Day: 8 Start Date: 27/02/2012 Legend Report...

Time	Period	Room	Class	Class Description	Staff
8:20am	Homeroom		S/10HOMD	HomeRoom	BDB
8:30am	Period 1		S/10FTCD	Food Technology Celebrating with Foc SHK	
9:35am	Period 2				
11:00am	Recess			Recess	
11:20am	Period 3		S/10GEOD	Geography	EPC
12:25pm	Period 4		S/10HIED	History of Ideas	SLS
1:30pm	Lunch			Lunch	
2:25pm	Period 5				
3:30pm	Period 6		S/10HPEDD	Health and Physical Education	MCS

Events

Date	Description	Location	Location Description	Location Contact	Result

Criteria... < Back Next > OK Exit

## Medical Centre Maintenance - Timetable tab key fields and buttons

The **Timetable** tab is identical to the **Timetable** tab in the **Medical Maintenance** window. See *Medical Maintenance - Timetable tab* (on page 106).

## Key medical reports

There are a number of standard reports available to you to help you manage medical details and incidents involving community members. See the folder of Crystal Reports supplied to your organisation.

To access these reports, select **Module > Students > Student Crystal Reports Available** or click



from a maintenance window. You can browse or search through reports:

- previously marked as 'favourites'
- from a specific module
- from all modules.

You can search for medical reports based on the report:

- description
- code.

See *Running reports* in the Introduction manual for general information on how to run reports in Synergetic.

Synergetic Reports Available

Choose From

☐ Favourites ☒ Module STU ☐ All Modules ☒ Search

Search:  ☒ Auto ☒ Report Description ☒ Report Code

Report	Report Code	Module
Medical Incidents by Date	MEDINCD	STU
Medical Incidents Follow Up	MEDINCF	STU
Medical Incidents by Person	MEDINCP	STU
Medical Incidents by Type	MEDINCT	STU
Student Medical Incident	STUMEDINC	STU

Add to Favourites User: sa OK Cancel

### Description of key reports

Report	Description
<b>Student Health Alert</b>	A list of students in your organisation who have a health issue that needs to be known about by people working at your organisation. For example a severe allergy.
<b>Medical Incidents by Date, Person or Type</b>	List of medical incidents, including sick bay visits, which have occurred in the selected timeframe.
<b>Medical Incidents Follow Up</b>	List of medical incidents that have been flagged for follow up.
<b>Student Confirmation of Enrolment Details</b>	Report that includes the new student's full medical details.
<b>Student Medical Incident</b>	Accident/incident report for a selected student.

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