

Medical form

How to update student details

For currently enrolled parents only

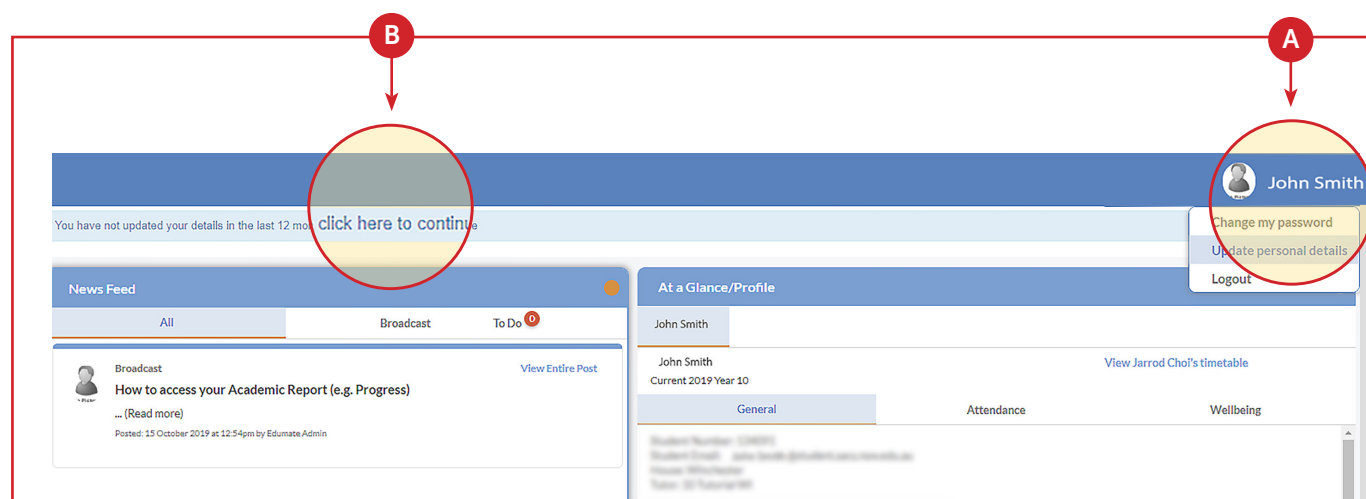
How to update your contact details and your child's medical details.

The Edumate My Details screen allows parents and guardians to update their own details and the details of any of their children who attend the school.

From here you are able to update personal details, work information and your child's medical details. Once updated the details will be sent to appropriate school staff for approval.

Parent Portal login details will be available from before school commences. Look out for your reminder email in January 2021!

PLEASE NOTE: In order to ensure a smooth experience in entering your details, it is best to use your PC or Macintosh desktop or laptop (rather than tablet or phones, which are not supported) and the following supported web browsers: Google Chrome, Firefox and Safari web browsers.



1. Accessing the "My Details" screen

From the Edumate Home screen you are able to get to the My Details screen via any of the below methods:

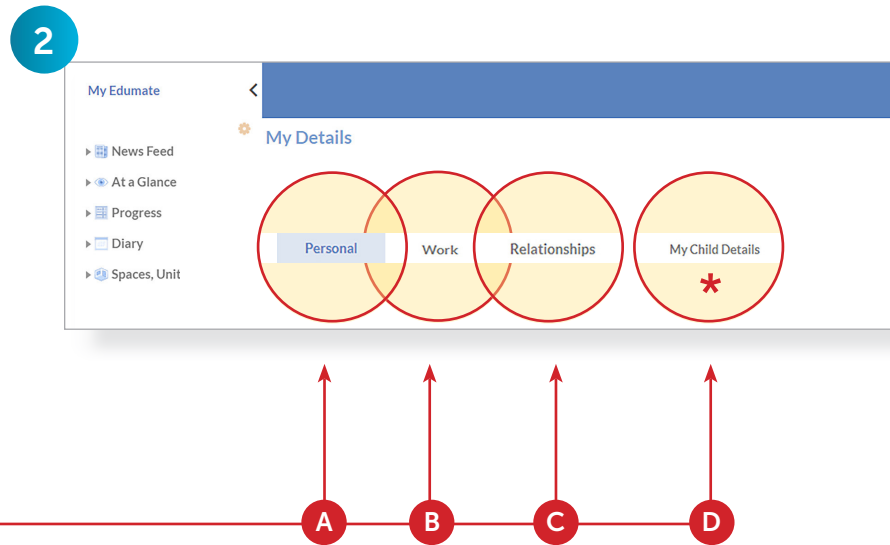
- A. Clicking on the user photo in the top right of the screen
- B. If you have not updated your contact details within the past 12 months, there will be a reminder message you can also click.

2. My details

The "My details" screen will have a number of different tabs:

- A. Personal
- B. Work
- C. Relationships
- D. My Child Details (including medical)

*** Don't forget to click each tab! especially the 'My Child Details' to update medical information.**



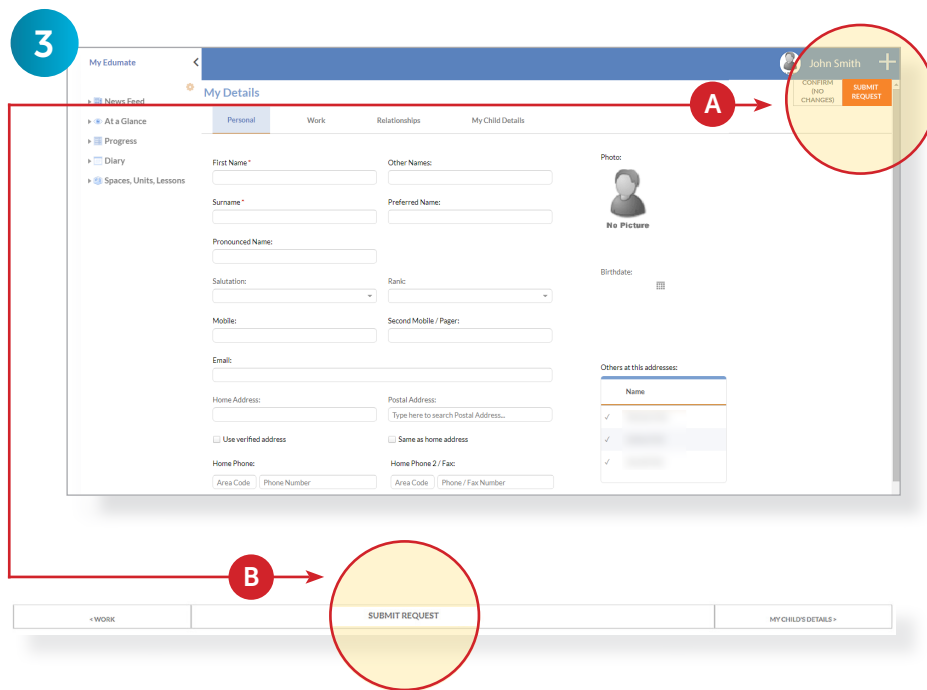
3. Submitting details

DO NOT SUBMIT UNTIL:

Please note a 'submit' is FINAL and should be only done when all changes on all four of the above tabs (Personal, Work, Relationships and My Child Details) are complete for all children. **You can submit via either of these buttons.**

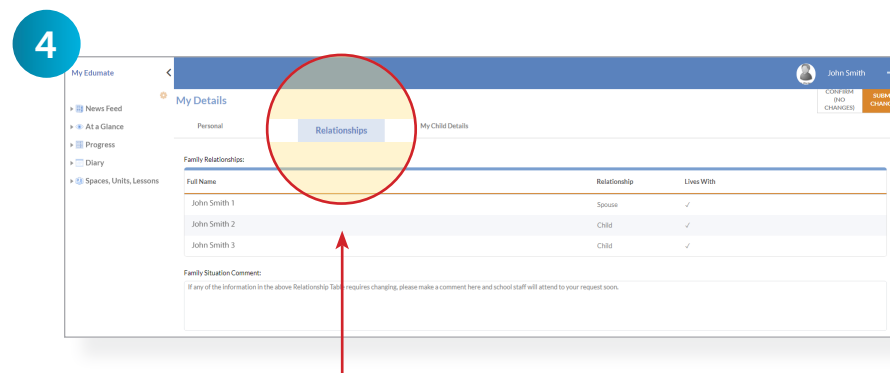
- A. Orange square located at top right hand corner of page.
- B. White bar located at the base of page.

Update the information for all of your children and **click submit only after you have satisfactorily completed the details for all children, otherwise it will lock you out of doing any more changes** (as it goes into an approval status for internal SACS administration).



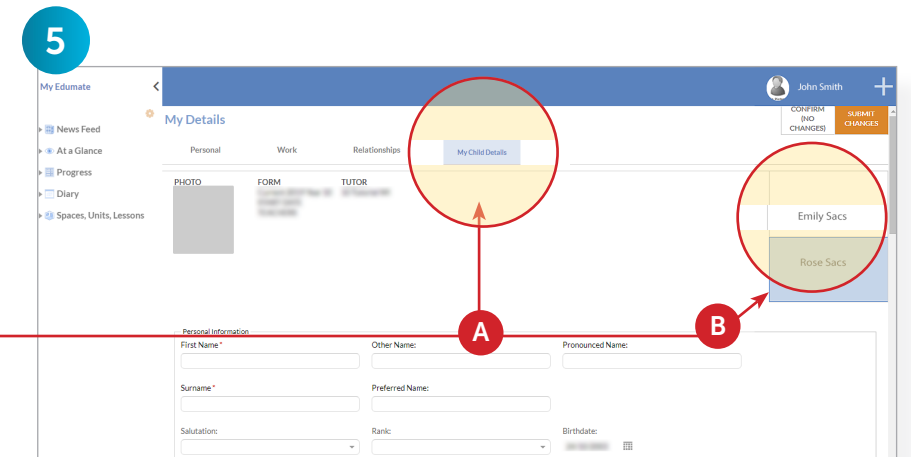
4. Relationships

Relationships is a read only screen – there is a text box where any request you have for updated relationship details can be sent to the school for approval. For any incorrect information eg. an emergency contact change, please type in the description box.



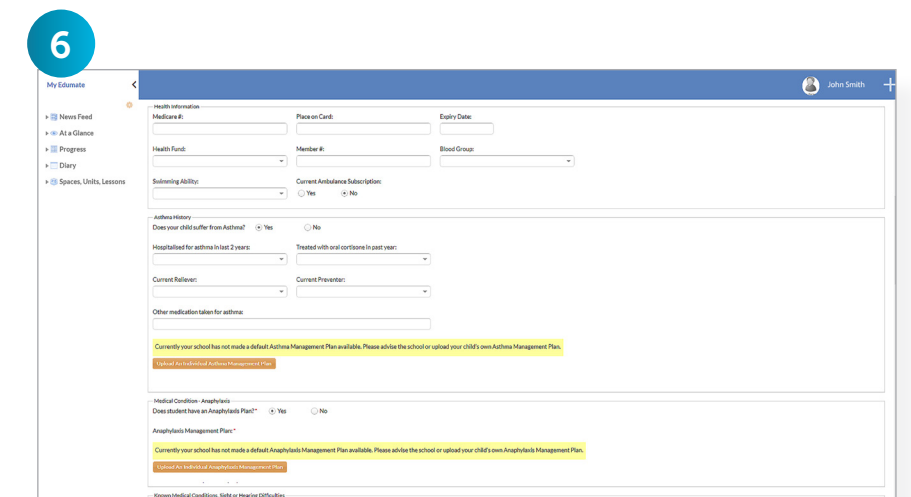
5. My child details

- A. You can update information on the children you have attending the school.
- B. Select which child's information you wish to update by clicking on their name.



6. Medical Information

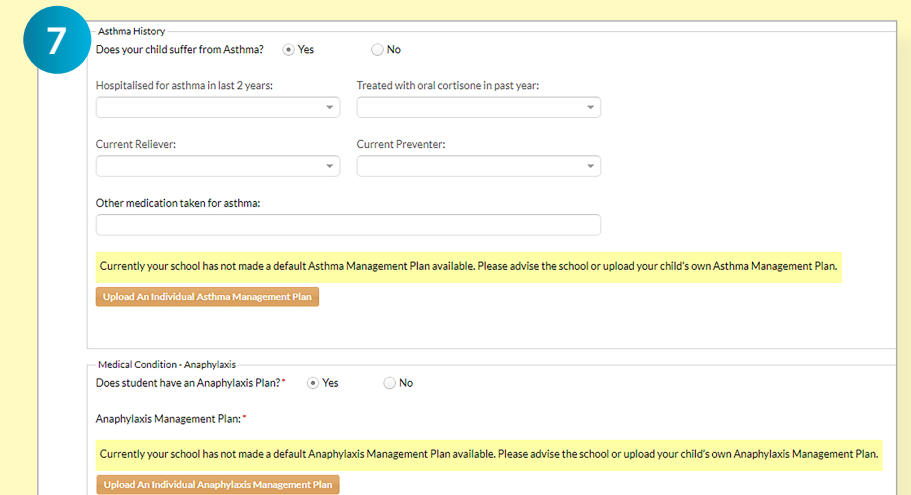
Enter the fields below to update your information, then scroll to access Medical Information.



7. LIFE THREATENING MEDICAL CONDITION PLAN UPLOAD

- If your child suffers from a Medical Condition such as anaphylaxis, diabetes, Epilepsy or Asthma, please upload the action plans provided by your Doctor.
- For Diabetes or Epilepsy, please attach your plan within the Asthma or Anaphylaxis upload area.
- For any other known condition, please ensure you complete and attach your own management plan from your Doctor.

- If you need any assistance with **UPLOADING YOUR PLANS:**
 - (a) Call the Health Centre on 02 9286 9570
 - (b) Email us at healthcentre@sacs.nsw.edu.au



8. Medical conditions

Tick all known medical conditions.

- A. You can add more information into the Notes box if required – **in particular, additional medication and/or treatment**

Complete the sections for Known Allergies, Dietary Needs, Prescription Medications, Authorised Medications.

The screenshot shows the 'My Evaluate' form for 'John Smith'. The 'Known Medical Conditions, Sight or Hearing Difficulties' section is expanded, showing a grid of checkboxes for various conditions. A red circle highlights the 'Notes' box, and a red arrow points to it from a red circle labeled 'A'.

9. and 10. Submit request

Update the information for all of your children and **CLICK SUBMIT ONLY AFTER YOU HAVE SATISFACTORILY COMPLETED THE DETAILS FOR ALL YOUR CHILDREN, OTHERWISE IT WILL LOCK YOU OUT OF DOING ANY MORE CHANGES** (as it goes into an approval status for internal SACS administration)

Then **SUBMIT** request and confirm click 'Yes' if you have completely finished.

Your information will be reviewed and updates will be made.

The screenshot shows the 'SUBMIT REQUEST' button, which is highlighted with a red circle. Below it, a 'Confirm' dialog box is displayed, asking 'All changes will go to approval process and 'My Details' pages can't be modified until approval is defined. Do you want to submit the request?'. The dialog box has 'Yes' and 'No' buttons.