Introduction to:

Student Medical Profile & Medical Incidents

November 2018

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Student Medical Information

ClassMate Student Medical Information

Managing student medical information in ClassMate is easy and efficient, as it provides access to important records for key administrators. Health information is divided into 2 categories:

Student Medical Profile – The profile contains pertinent data on existing student's medical conditions, such as allergies, immunizations, or medications. Profile data also includes the student's current medical physician, emergency medical center, and emergency contact information. Users can also setup medial alerts to ensure instructors and administrators are aware of the situation.

Student Medical Incidents – The Incident log provides users the ability to monitor any type of medical treatment provided by the school nurse, including medication dispensing, treatments for cuts or burns, injury details, as well as physical accidents within school grounds that may need to be reported to outside agencies.

Using ClassMate, your school is able to maintain student medical profile and incident information in a secure single central repository.

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Student Medical Information

Medical Profile & Incidents

- Contact & Emergency Information
- Student Medical Profile
  - Demographics
  - Emergency
  - Allowable Medications
  - Alerts
  - Comments
  - Ailments/Disabilities
  - Allergies/Medications
- Student Incident Report
  - Incident Log
  - Incident Detail
  - Incident History
  - Student Medical Incident Report by Date
- Reporting
  - Student Medical Information by Class
  - Student Medical Information Card
  - Student Medical Report

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Student Medical Information

Student Contact Information

ClassMate student enrollment functionality allows users to enter important student contact information. As emergency contact cards are collected or as student contact information changes the data in ClassMate must be updated in a timely fashion to ensure parents and/or guardians can be reached in the event of an emergency or illness

Getting Started

Double **Student Enrollment>**
Double Click **Student Contact Information**

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Student Medical Information

Student Contact Information

Select **Student Name**

Click on the **Contacts Tab**

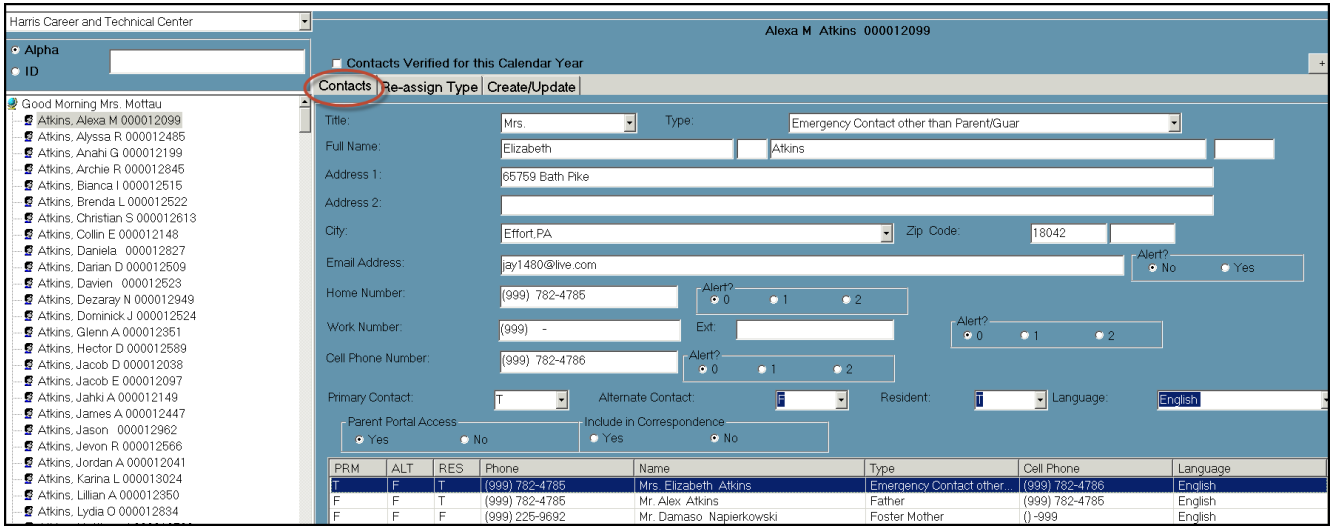
Select the **Title & Type** from the dropdown box

Type or edit the Contact **Address, City or Zip**

Type or edit the contact **Email Address** if provided. * An email address is required for those school using the Parent Portal. Click **"Yes"** if using the Parent Portal.

Type or edit **Contact Phone Numbers**.

Click **"Save"**



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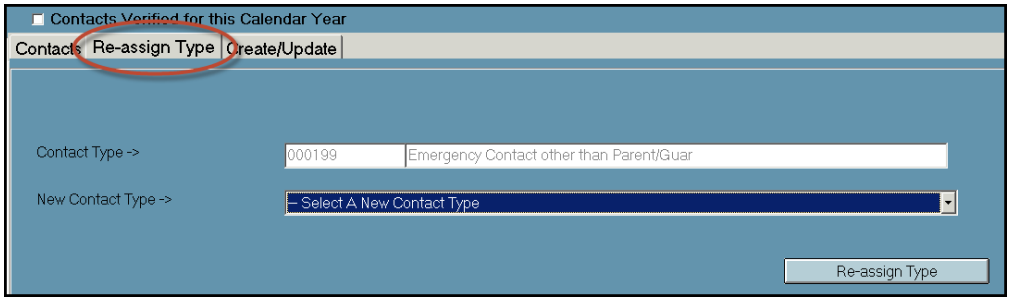
Student Medical Information

Student Contact Information: Re-Assign Contact Type

- Select **Student Name**
- Click on the **Student Contact Name** for Re-Assignment

PRM	RES	Phone	Name	Type
T	T	(999) 963-2186	Mrs. Tami S Danke	Mother
F	T	(999) 963-2186	Mr. Gary D Danke	Step Father
F	F	(999) 676-5940	Kelly Heard	Alternate Emergenc
F	F	(999) 668-2839	Carol Heard	** Emergency Conta

- Click on the **Re-Assign Tab**
  The selected contact type will display
- Click **New Contact Type**
- Select the **New Type** from the drop down menu.
- Click the **Blue Reassign Type** Button
- A message box will display indicating the process is complete



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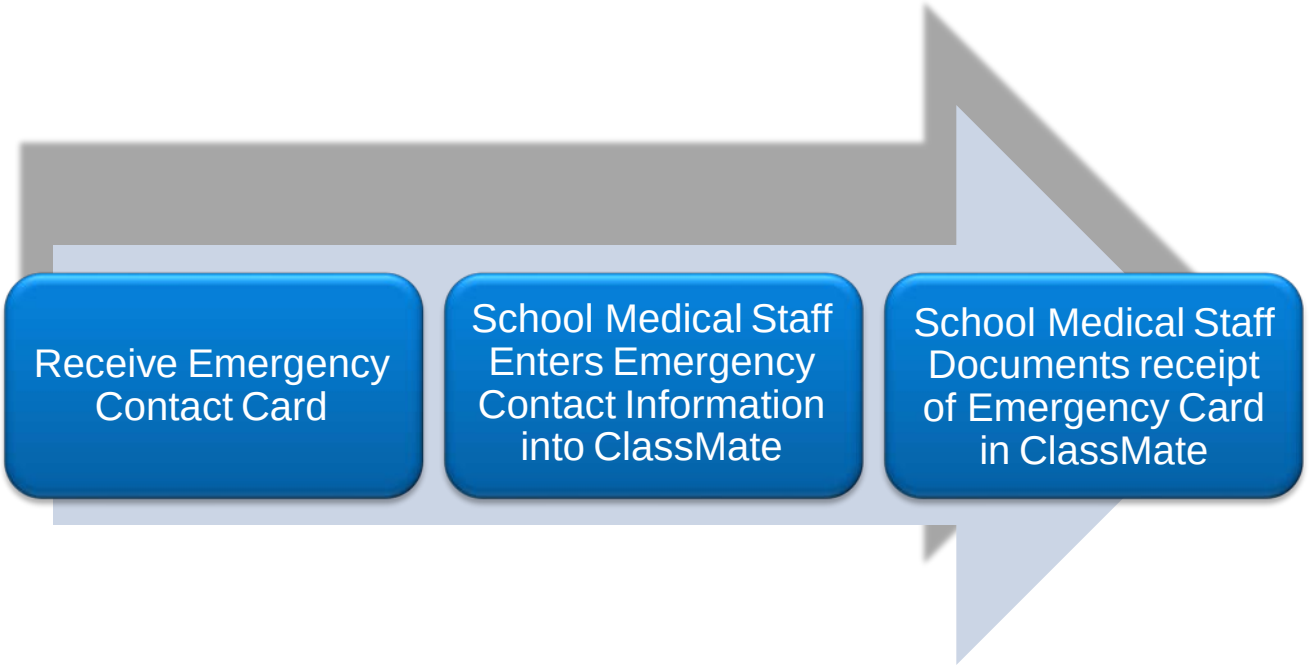
Student Medical Information

Documenting Receipt of Student Emergency Cards

School medical staff will often collect student emergency cards, enter the contacts into ClassMate and then document the form has been received.



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Student Medical Information

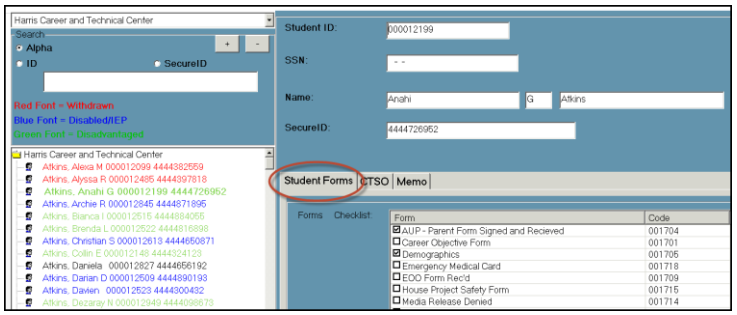
Documenting Receipt of Student Emergency Cards

Getting Started

Double **Student Enrollment >** Double Click **Student Forms/CTSO/Student Forms > Student Forms Tab**

- Select **Student Name**
- Click on the **Student Forms Tab**
- Click the box to left of the **Form** to select
- Click **"Save"**

Note: If the form you are documenting is **NOT** displayed in the forms list contact your System Administrator



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Student Medical Information

Student Forms Reporting

ClassMate has the ability to generate reports related to student forms. The following report can be generated:

- Admin Student Forms Checklist
- Returned Student Forms
- Teacher Student Forms Checklist

Getting Started

Double Click **My Reports Folder** >
Double **Student Information**
> Admin Student Forms Checklist

Student Forms Checklist

Printed on: 11/12/2009 Page

12.0503 Culinary Arts AM Session	001701 A. Driving Forms Returned	001702 B. Driving Permission Granted	001703 C. Emergency Data Card	001704 D. Emergency Preparednes	001705 J. Permission to Give Kl	001706 E. Internet Access Form Returned	001707 F. Internet Access Granted	001708 G. Notification of Rights	001709 H. Directory Information Released	001710 I.Dir. of Info. Rel. to Milit./Coll.	001711 L. Pesticide Notification Form
Akian, Ashley E 11	X	X	X								

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Student Medical Information

Student Medical Profile

ClassMate Student Medical Profile allows the school medical staff to conveniently store vital medical and emergency information in one location. This information is easily accessible and can generate a variety of reports

Getting Started

Double **Click Student Information >**

Double Click **Student Medical Profile**

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Student Medical Information

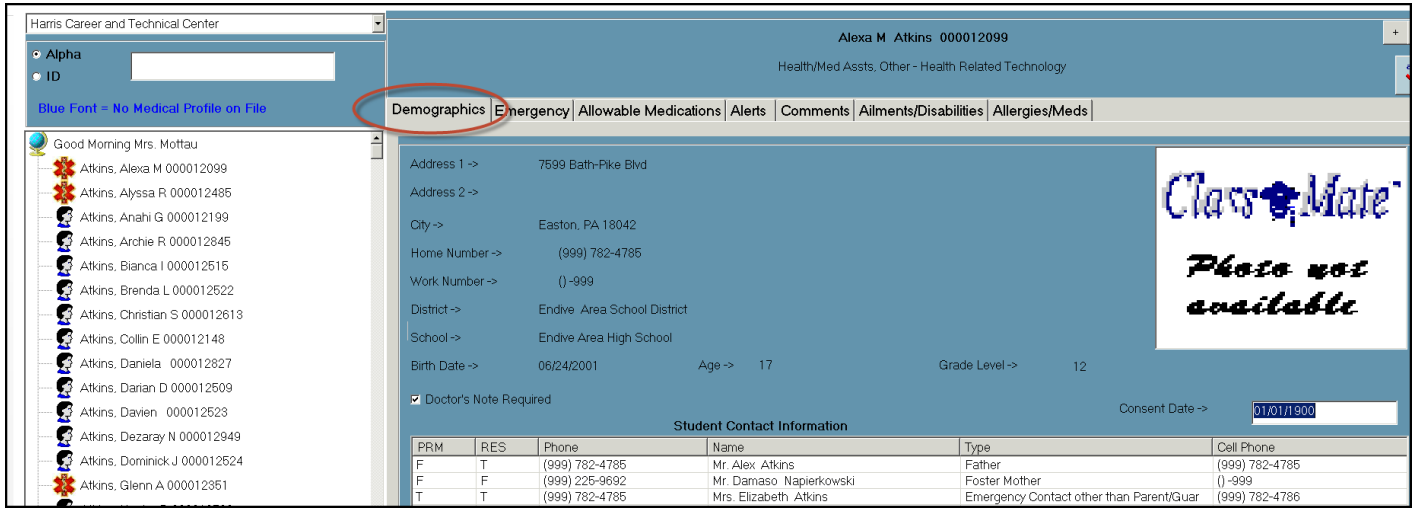
Student Medical Profile: Demographics

- Select **Student Name**
- Click on the **Demographics Tab**
- The information contained on this tab is being pulled from the student Master File. The tab provides the following data:

Address
Phone Numbers
District & School

Birth Date
Age
Grade Level

Contact Information



Note: Student demographic information cannot be edited from this screen

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Student Medical Information

Student Medical Profile: Demographics

- **Doctor's Note Required :** In many schools, it is policy that when a student is absent for a certain number of days, the school then requires a doctor's note for all absents that occur after the student has reached the absent limit

  The Doctor's Note Required field when selected (checked) will display in the **Attendance by Student Module** to alert the attendance clerk that this student requires a doctor's note for any absences they may accrue

- **Consent Date**: The consent date field should be populated with the date the parent authorized School Medical Personnel to administer allowable medications
- Type Date in field in the following format: mm/dd/yyyy
- Click **"Save"**

NOTE: The information in this module remains on the System and is only purged for Seniors or Inactive students during your sites Annual System Rollover.
Consent Date resets to 01/01/1900 only.

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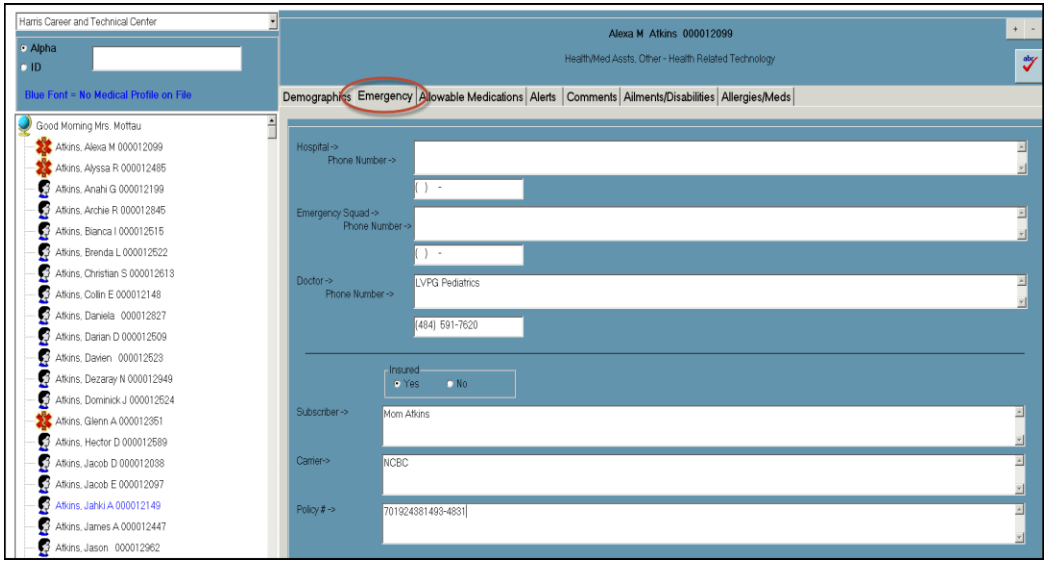
Student Medical Information

Student Medical Profile: Emergency

- Select **Student Name**
- Click on the **Emergency Tab**

Type all known information into the appropriate fields (This is optional information). The tab provides the following data:

Hospital & Hospital Phone Number
Emergency Squad Name & Phone Number
Doctor Name & Phone Number
Insurance
    Subscriber
    Carrier
    Policy #



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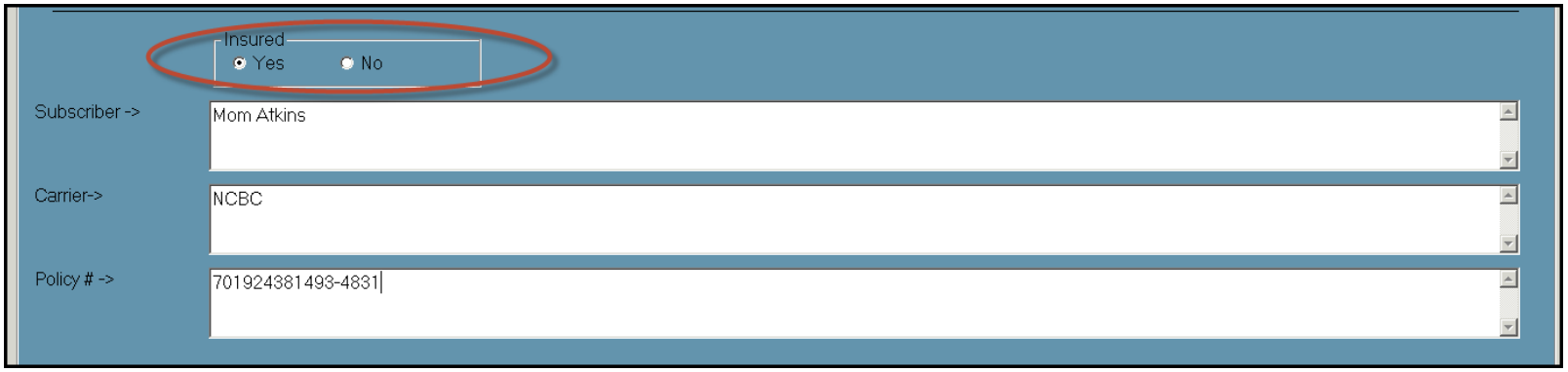
Student Medical Information

Student Medical Profile: Emergency

- If the student has insurance, Click **“Yes”** . After the **“Yes”** radio button has been filled, 3 additional insurance related fields will display.
- Type all known information into the appropriate fields
- Click **“Save”**

The Insurance fields provide the following data:

- Subscriber Name
- Carrier
- Policy #



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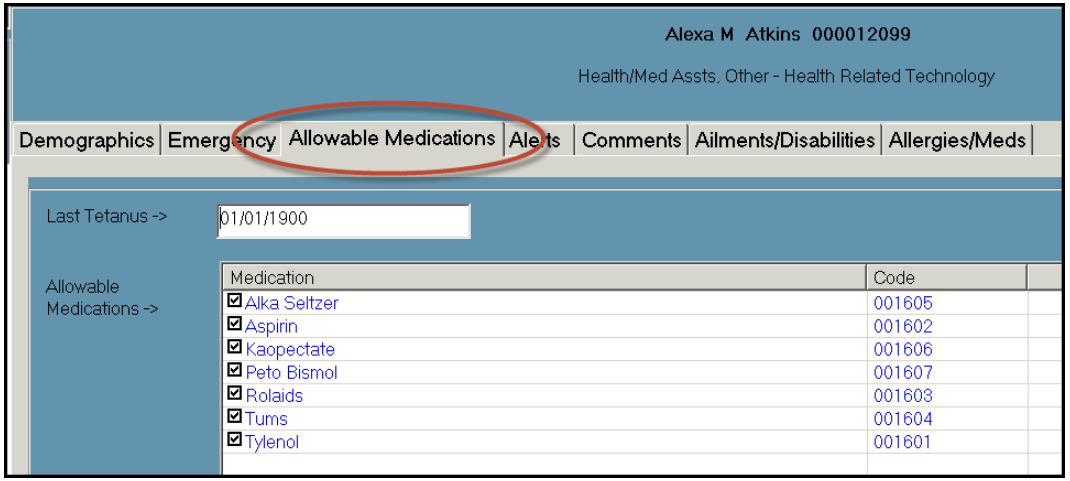
Student Medical Information

Student Medical Profile: Allowable Medications

A listing of allowable medications the student is authorized to receive can be created, maintained and identified in ClassMate on the **Allowable Medications Tab**

Contact your System Administrator with the list of medications. The SA will enter the information in Master Codes so it is available for use in this module

- Select **Student Name**
- Click on the **Allowable Medications Tab**
- Select the medications the student is authorized to receive
- Enter the last Tetanus shot date if known.
- Click **"Save"**



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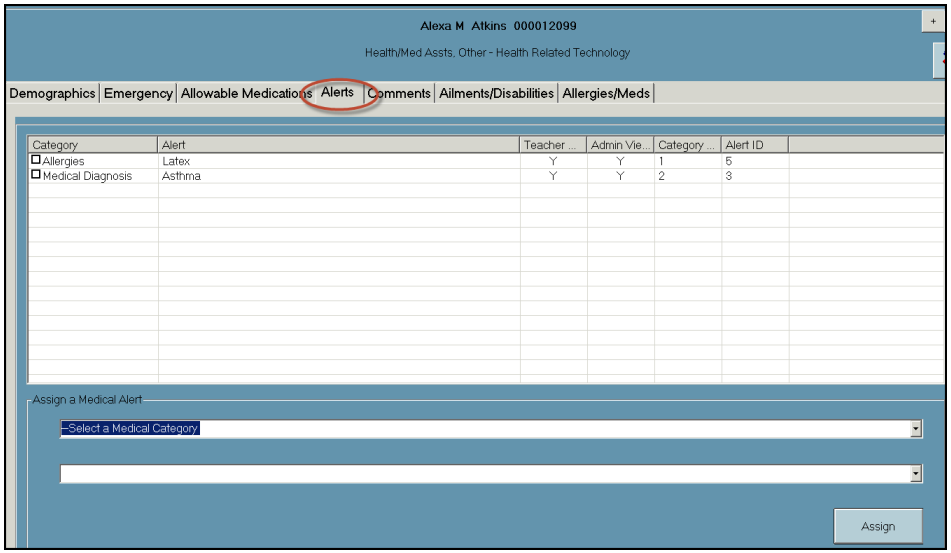
Student Medical Information

Student Medical Profile: Alerts

ClassMate functionality allows users to create medical alerts that are viewable by either the Instructional Staff, Administration or both. These alerts are created and maintained by the school nurse & can be edited/adjusted as needed . Prior to using the **Medical Alerts Tab**, the nurse should create a list of medical categories with the associated medical alerts that fall within the category. ClassMate has a medical alert worksheet to assist with this process. Once the list is established, the categories and alerts need to be entered into ClassMate. The alerts can then be assigned to individual students.

Getting Started

Double **Click Student Information >**
Double Click **Student Medical Profile**
> Alerts Tab



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Student Medical Information

Student Medical Profile: Alerts

Alerts Base Data

Prior to beginning to assign medical alerts to students, the base data Categories and Alerts must be setup in ClassMate

To setup medical Categories Click the word **View** located along the top of the screen

Select **Manage Base Data** by single clicking

Once Manage Base Data is selected, an additional tab will display > **Alert Management Tab**
This tab is where the categories & alerts will be managed and maintained

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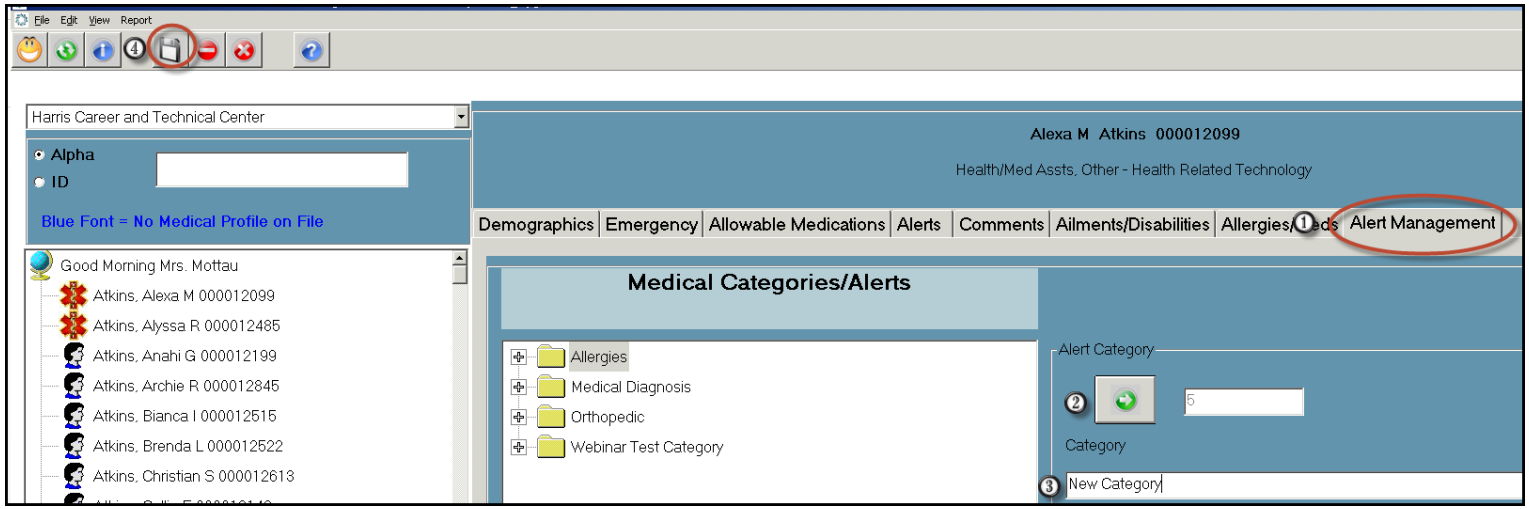
Student Medical Information

Student Medical Profile: Alerts

Alerts Base Data: *Creating Categories*

1. Ensure you are on the **Alert Management Tab**
2. Click the **Green Arrow** button under **New Category**. The next available sequential ID number is created. Categories **MUST** be created before the alerts.
3. Enter the **Category Description**
4. Click **Save**



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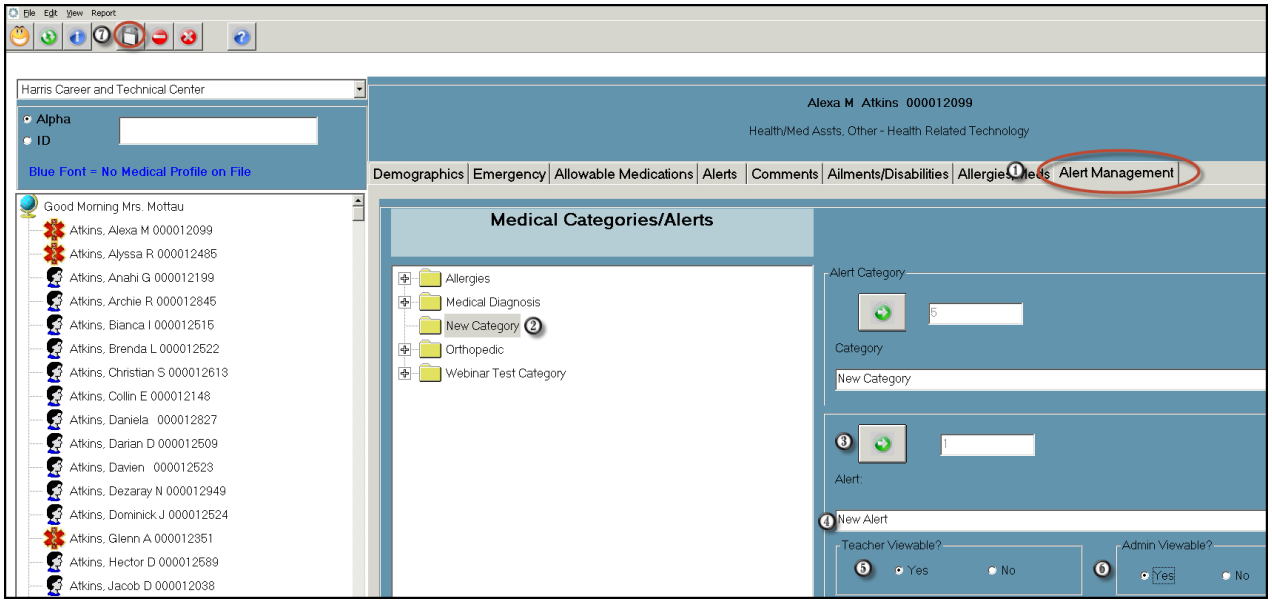
Student Medical Information

Student Medical Profile: Alerts

Alerts Base Data: *Creating Alerts*

1. Ensure you are on the **Alert Management Tab**
2. Click the **Category Folder** in which you would like to create the medical alert. The category will display in the new category field when selected
3. Click the **Green Arrow** button under **Alert** . The next available sequential ID number is created. Categories **MUST** be created before the alerts
4. Enter the **Alert Description**



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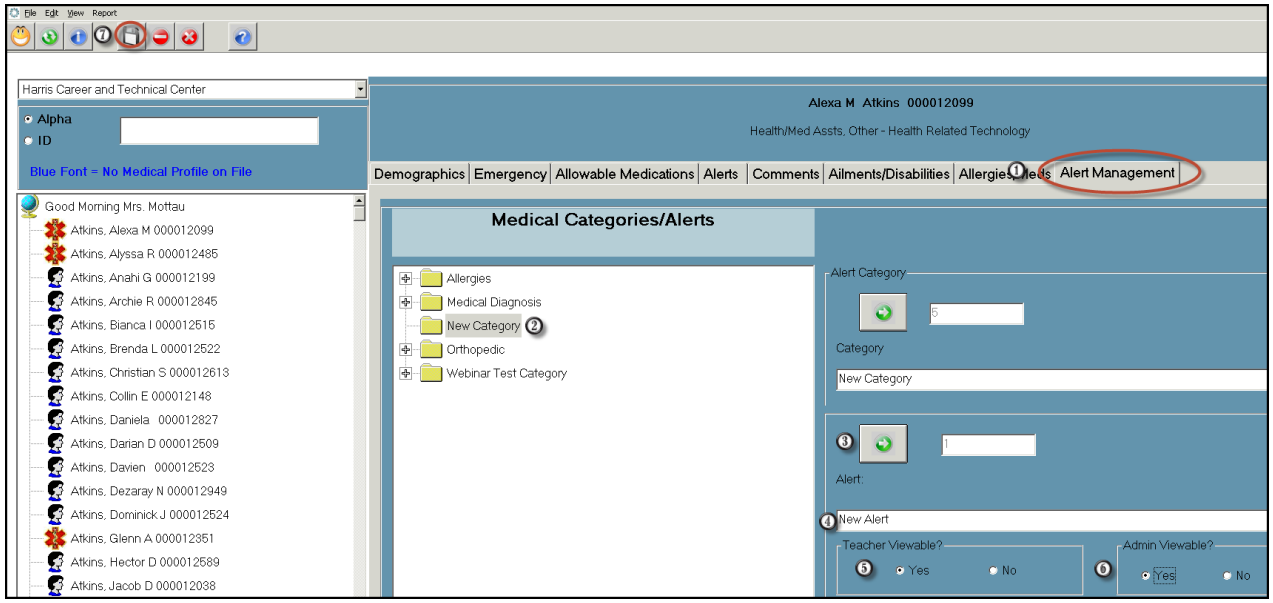
Student Medical Information

Student Medical Profile: Alerts

Alerts Base Data: *Creating Alerts*

5. Select **Yes** to make the alert viewable by teachers. The system will default to no
6. Select **Yes** to make the alert viewable by administrators. The system will default to no
7. Click **Save**



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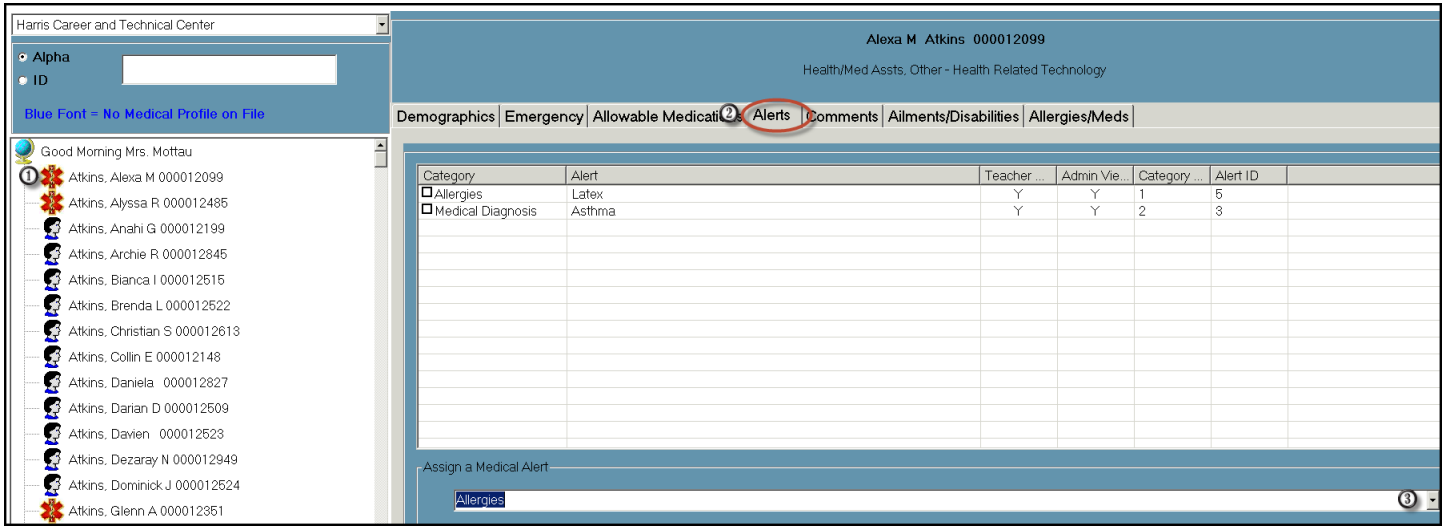
Student Medical Information

Student Medical Profile: Alerts

Alerts Assignment: *student Assignment*

1. Click on the **Student Name**
2. Click the **Alert Tab**
3. Select the **Category** from the drop down list. The items in the drop down list were created in the Alert Base Data. You **MUST** select a category first



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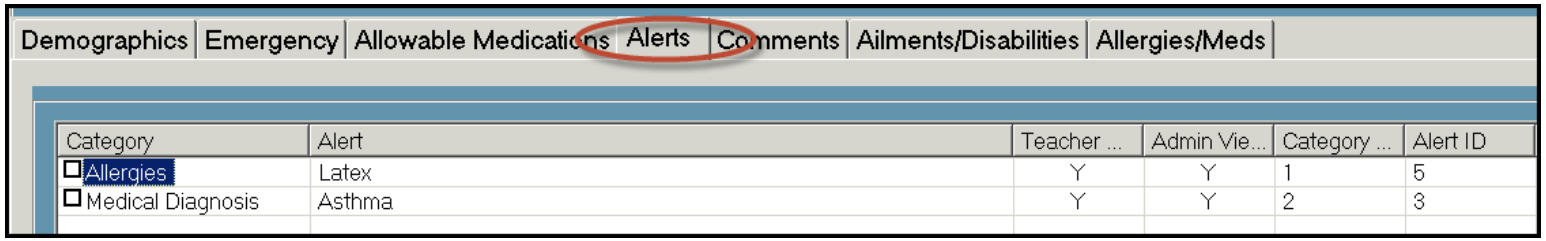
Student Medical Information

Student Medical Profile: Alerts

Alerts Assignment: *student Assignment*

4. Select the **Alert** from the drop down list. The items in the drop down list were created in the Alert Base Data. You **MUST** select a category first
5. Click **Blue Assign** button. The Alert will now display in the grid



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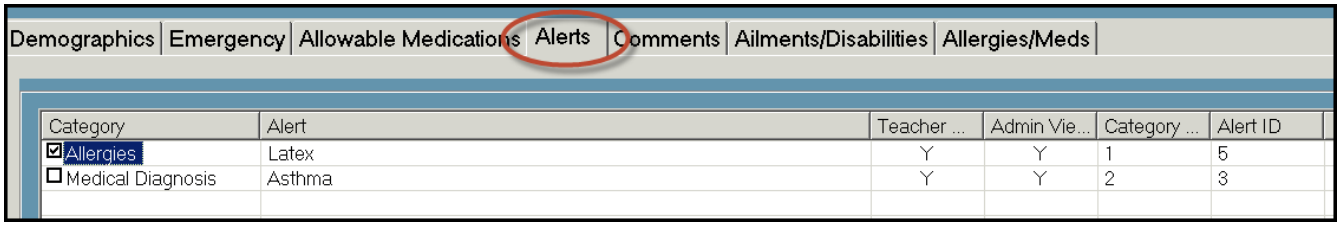
Student Medical Information

Student Medical Profile: Alerts

Alerts Assignment: *removing an alert*

6. Click the box to the left of the alert if you would like to remove the alert. Once selected use the delete icon to remove the alert for that student



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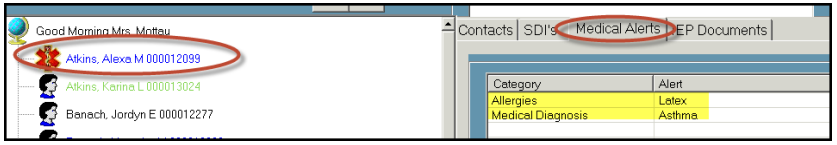
Student Medical Information

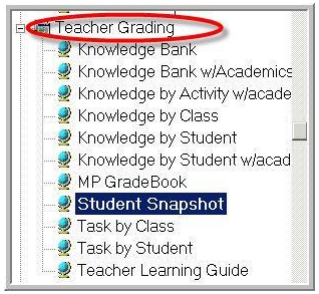
Student Medical Profile: Alerts

Medical Alert Locations: *Teachers*

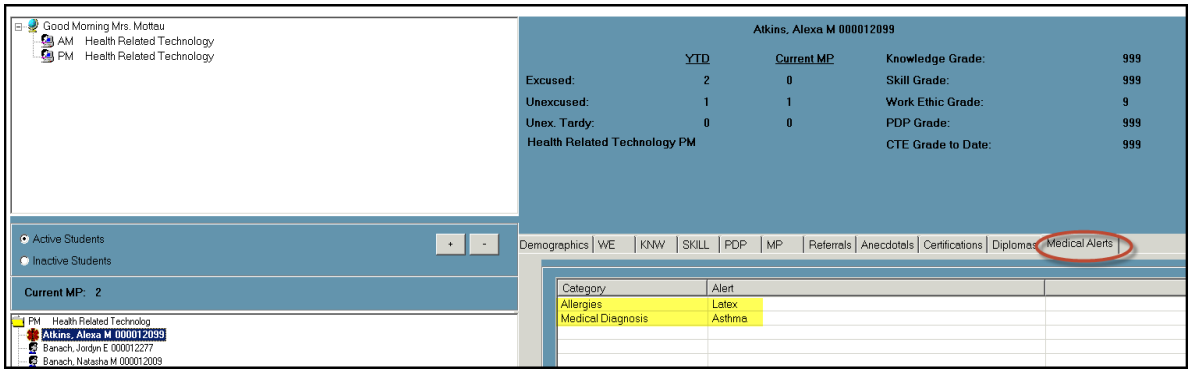
Teachers can quickly identify those students with active medical alerts in several locations

Teacher Discipline > Student Contacts/SDI > Medical Alert Tab





Teacher Grading > Student Snapshot > Medical Alert Tab



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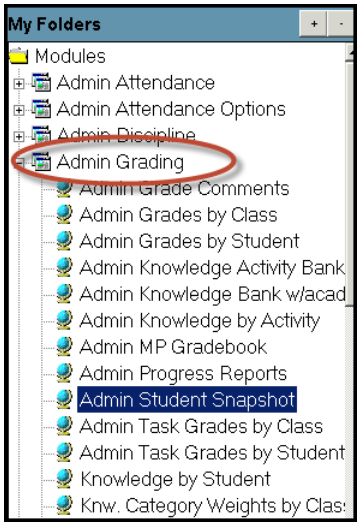
Student Medical Information

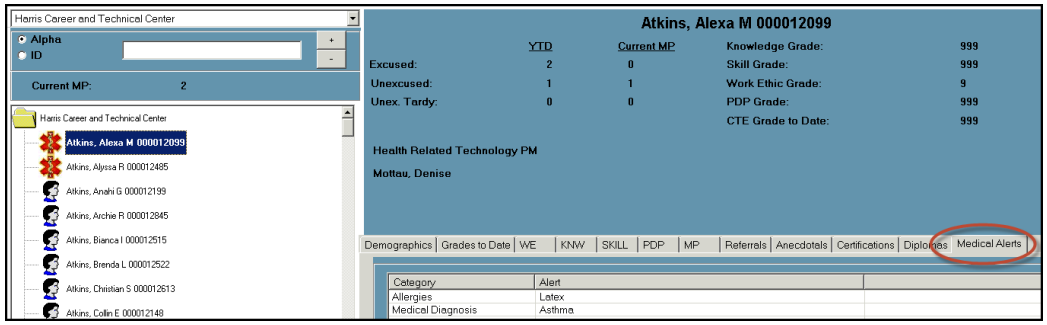
Student Medical Profile: Alerts

Medical Alert Locations: *Administrators*

Administrators can quickly identify those students with active medical alerts in several locations including



Admin Grading > Admin Student Snapshot > Medical Alert Tab



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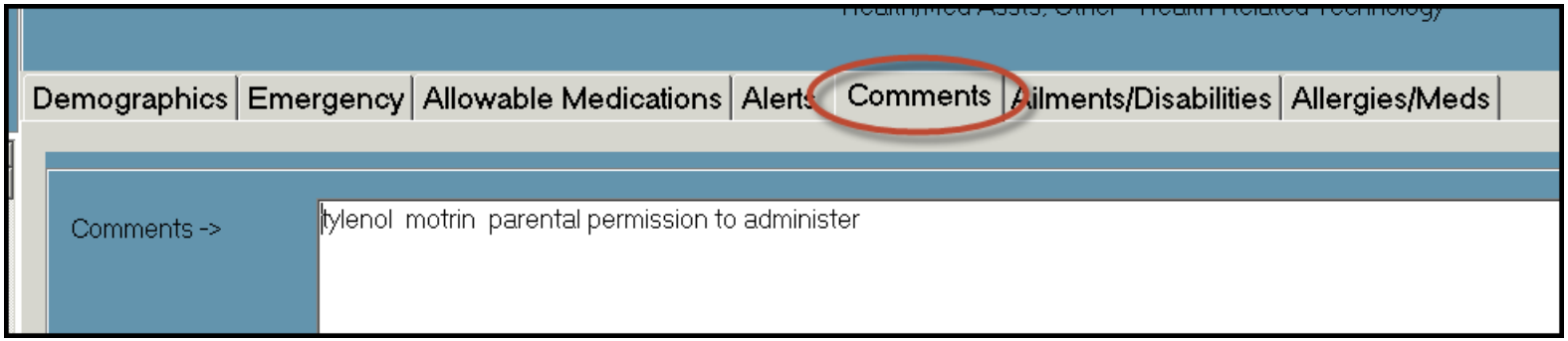
Student Medical Information

Student Medical Profile: Comments

- Select **Student Name**
- Click on the **Comments Tab**
- Enter any comments in the field. These comments are **NOT** viewable by teachers and administration.
- Click **"Save"**



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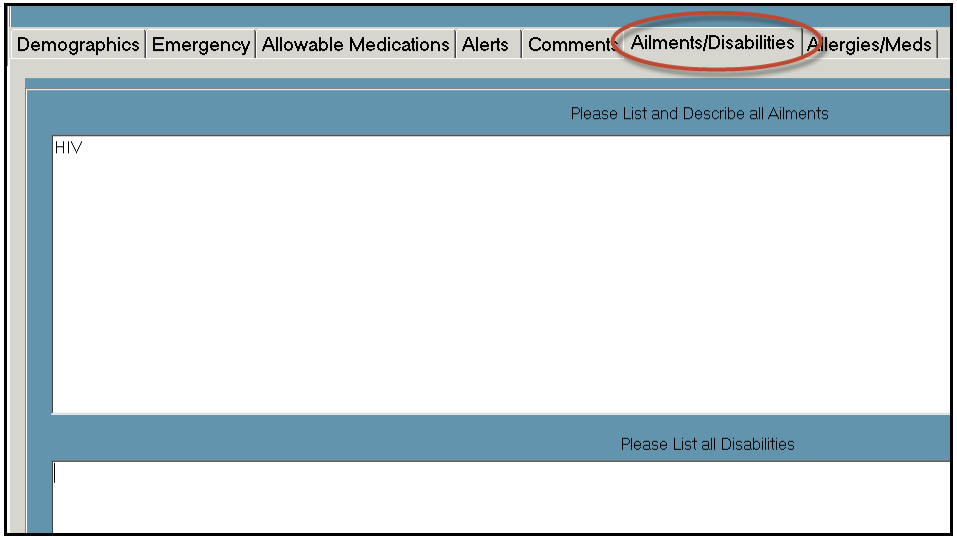
Student Medical Information

Student Medical Profile: Ailments/Disabilities

- Select **Student Name**
- Click on the **Ailments/Disabilities Tab**
- Type all known information into the appropriate fields
- Click **"Save"**

The information contained on this tab is **NOT** viewable by teachers or administration. Only users with access to this module can view this information



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Student Medical Information

Student Medical Profile: Allergies & Medications Tab

- Select **Student Name**
- Click on the **Allergies/Meds Tab**
- Type all known information into the appropriate fields
- Click **"Save"**

The information contained on this tab is **NOT** viewable by teachers or administration. screen. Only users with access to this module can view this information

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Student Medical Information

Student Medical Incident

The ClassMate Student Medical Incident module allows the school medical staff to conveniently create a student medical visit log or incident report. This information is easily accessible can generate a variety of related reports. This secure and private visit log is stored within the ClassMate system for easy access by school medical staff

Getting Started

Double **Click Student Information >**
Double Click **Student Medical Incident**

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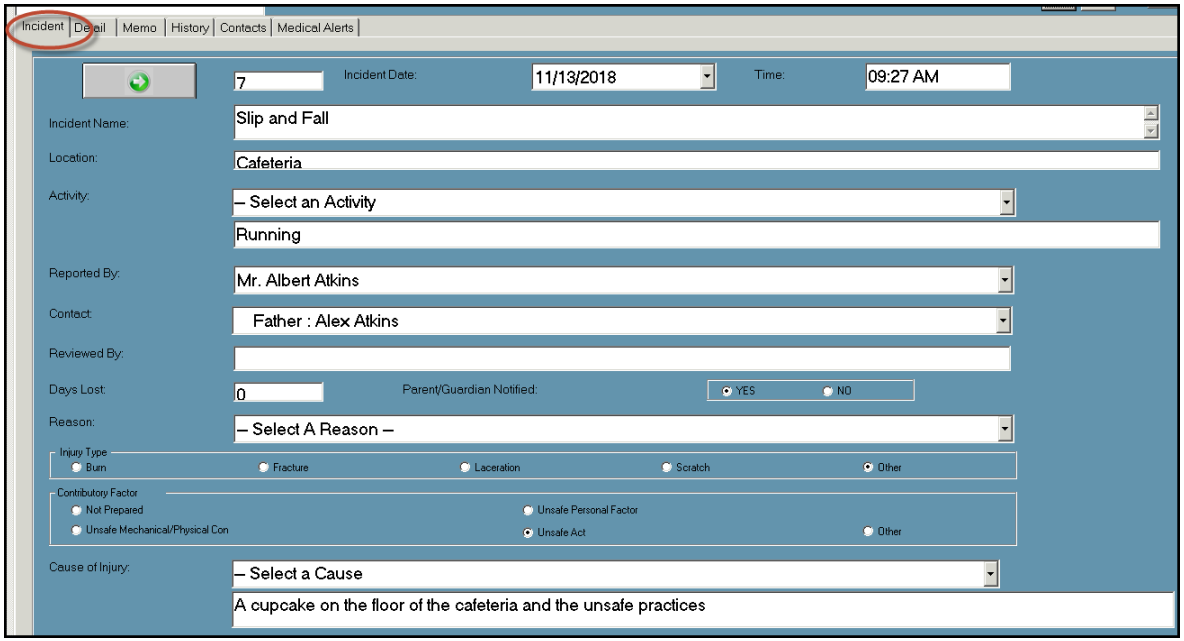
Student Medical Information

Student Medical Incident: Incident Tab

- Select **Student Name**
- Click on the **Incident Tab**
- Click on the **Green Arrow Button** to automatically create the next sequential **ID** for the incident
- **Date and Time** will default to current. Edit as needed to reflect actual incident.
- Type all known information into the appropriate fields
- Click **"Save"**



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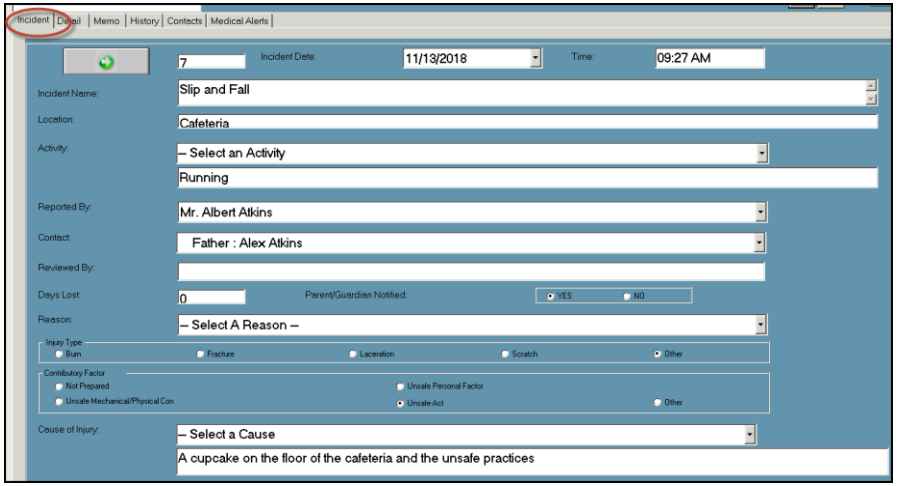
Student Medical Information

Student Medical Incident: Incident Tab

The information contained on this tab is entered directly through these fields. The tab provides the following data:

Student Photo	Enrolled Program
Incident Name	Incident Reviewed By
Incident Location	Was parent Notified ?
Incident Activity	Days Lost & Contributing Factors
Incident Reported By	Injury location on the body
Incident Contact	Cause of Injury



Drop Down Menus: Contact your System Administrator to populate the dropdown menus with the appropriate data in Master Codes Maintenance

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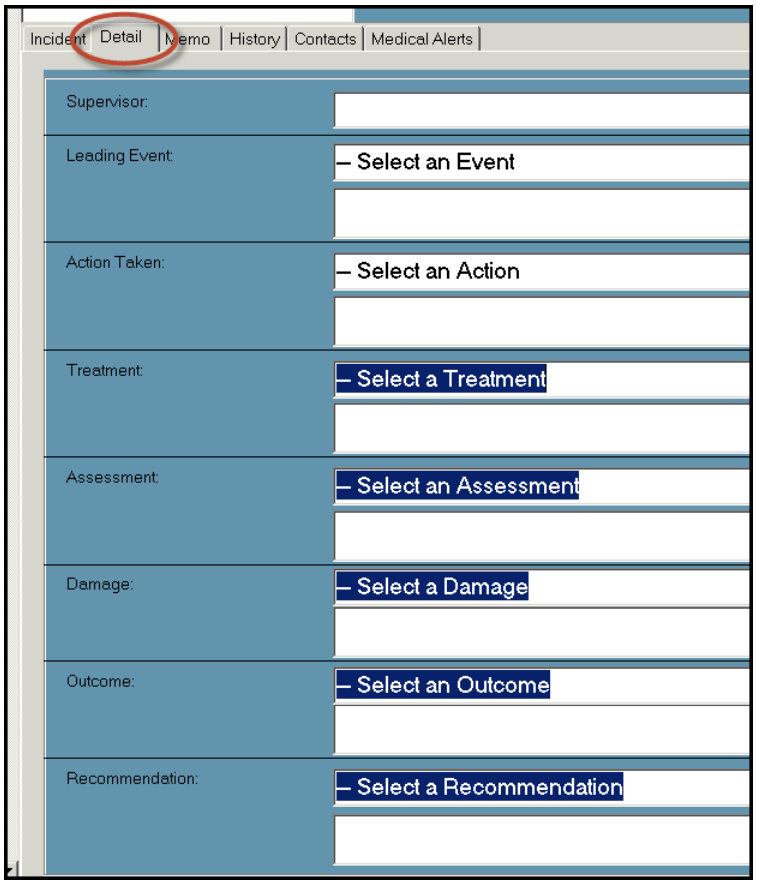
Student Medical Information

Student Medical Incident: Detail Tab

- Select **Student Name**
- Click on the **Detail Tab**
- Type all known information into the appropriate fields
- Click **"Save"**

All fields are **NOT** mandatory. Populate only the fields you collect data

Drop Down Menus: Contact your System Administrator to populate the dropdown menus with the appropriate data in Master Codes Maintenance



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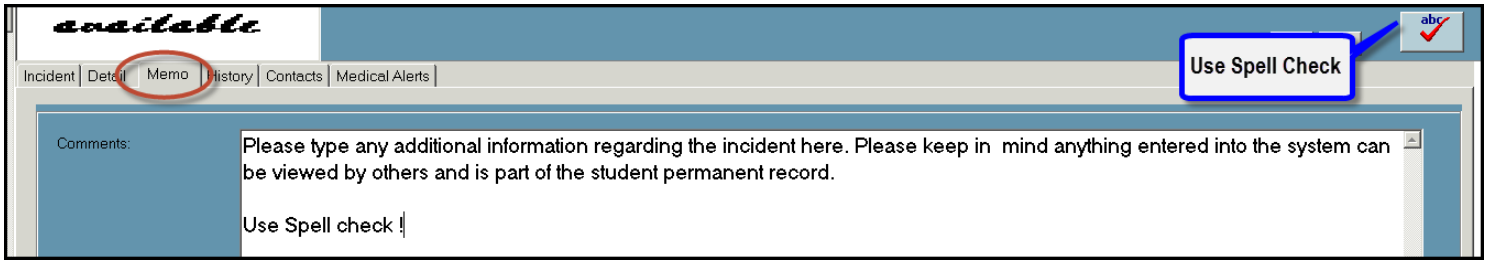
Student Medical Information

Student Medical Incident: Memo Tab

- Select **Student Name**
- Click on the **Memo Tab**
- Type any additional information pertaining to the incident in this field. All information entered will be seen by others and can be viewed when generating reports
- Click **"Save"**



Note: All fields are **NOT** mandatory. Populate only the fields you collect

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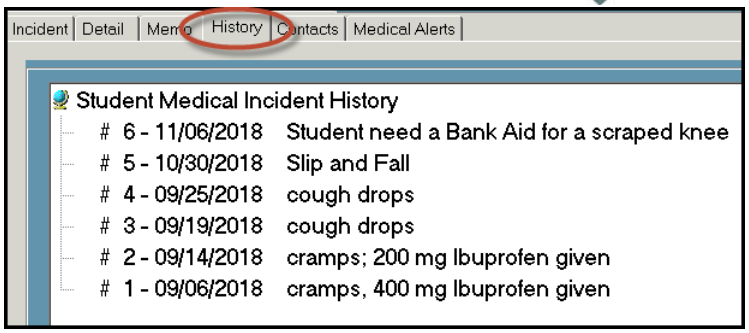
Student Medical Information

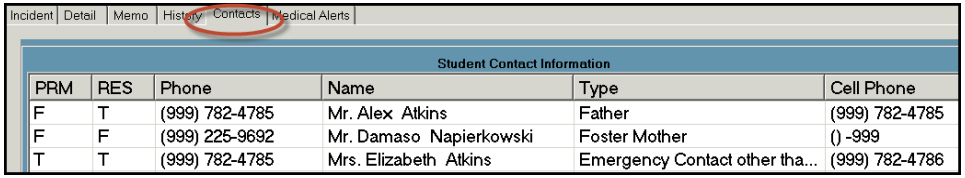
Student Medical Incident: History Tab

- Select **Student Name**
- Click on the **History Tab**
- This tab lists all incidents entered into ClassMate for the current school year



Student Medical Incident: Contacts Tab

- Select **Student Name**
- Click on the **Contacts Tab**
- This tab lists student contacts entered into ClassMate for the current school year



PRM	RES	Phone	Name	Type	Cell Phone
F	T	(999) 782-4785	Mr. Alex Atkins	Father	(999) 782-4785
F	F	(999) 225-9692	Mr. Damaso Napierkowski	Foster Mother	() -999
T	T	(999) 782-4785	Mrs. Elizabeth Atkins	Emergency Contact other tha...	(999) 782-4786

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Student Medical Information

Student Medical Profile & Incident Reporting

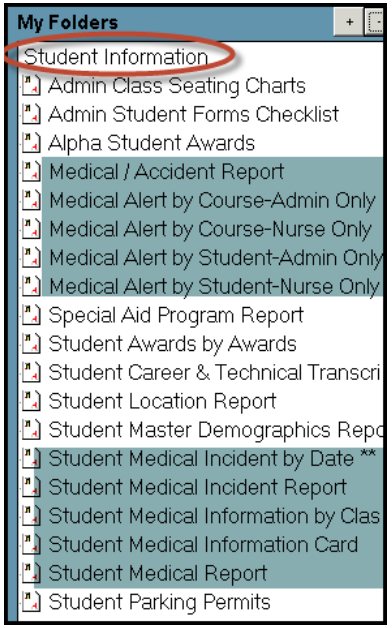
ClassMate has the ability to generate a variety of reports related to the students medical profile and incidents. The following reports can be generated:

Profile Reports

- Medical Alert by Course-Nurse Only
- Medical Alert by Course-Admin Only
- Medical Alert by Student-Admin Only
- Medical Alert by Student-Nurse Only
- Medical Information by Class
- Student Medical information Card
- Student Medical Report

Incident Reports

- Student Medical Incident by Date
- Student Medical Incident Report
- Medical/Accident Report



Getting Started

Double Click **My Reports** Folder > Double **Student Information** > Select Report

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ClassMate

- 1660 Valley Center Parkway
  Suite 500
  Bethlehem, PA 18017

- Need Assistance? Give us a call.
- 855-984-1228 Help Desk: Option 1

- www.classmate.net
- http://harrisschoolsolutions.com/

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