

## Annual Update of Student Medical Details:

In preparation for the new academic year, the School requires you to review and update your child/ren's medical details. Updating your child/ren's medical details is of critical importance and must be completed annually at a minimum.

**Please Note:** If your child has Allergies, Anaphylaxis, Asthma, Epilepsy, Diabetes, or any other serious medical condition, then a Management and/or Action Plan must be updated annually by your doctor. You can upload the document to your child's Medical Details via Parent Lounge or email a copy to [healthcentre@lcgs.tas.edu.au](mailto:healthcentre@lcgs.tas.edu.au)



Your child/ren's Medical Details are recorded in Parent Lounge. **You can access Parent Lounge via myGrammar.**

## Updating Student Medical Details:

These instructions to review and update your child/ren's Medical Details may be of assistance to you.

1. Log into Parent Lounge via the link on myGrammar
2. Once logged in, in the top menu bar, click on Student Details
3. Under Student Details, click Medical Details, then select the child you wish to review/update from the dropdown menu to the right of your screen. Please check that all information is current and amend as required by clicking 'Update'.
4. The position requested in the Medicare line is the position in which the child appears on the Medicare card. Please check the Expiry Date. (This is important in the case of emergency treatment being required.)
5. **IMPORTANT:** Once you have checked and changed the details, please enter a date in the 'Date Verified' field. This must be completed on the date you make your changes. If no changes are required, please still enter the date you reviewed your child's details, so that we know you have checked them.
6. For Immunisation details we need the year that each immunisation was given. (Please remember to change the date if your child receives further immunisations during the year). You can upload an Immunisation Statement in this area also.
7. Repeat the process for each of your children.

All updates are to be completed prior to School commencing each year or as they change during the year. This will ensure that we have the most accurate information relating to your child and family. Our Administrative System (TASS) enables us to streamline the information-gathering process and ensure all staff who need to access the information can, without duplicating requests to you. We will of course, continue to respect your right to privacy as laid out in the School's Privacy Policy.

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