



PARENT LOUNGE 'HOW TO' | MEDICAL UPDATES

We have put together a simple step-by-step guide together to demonstrate how to update your child's medical details.

STEP 1: LOG IN TO MY.HELENA

My.helena: <https://my.helena.wa.edu.au/login/>

If you need help with logging in, please see the [Parent Tools](#) page on the College website.

STEP 2: NAVIGATE TO THE TASS PARENT LOUNGE

In my.helena you will see the TASS in the top navigation bar. Tap or click on that, which will automatically take you through to the Parent Lounge. Please note that home screen are customised to each family, so may slightly different to the example below. .

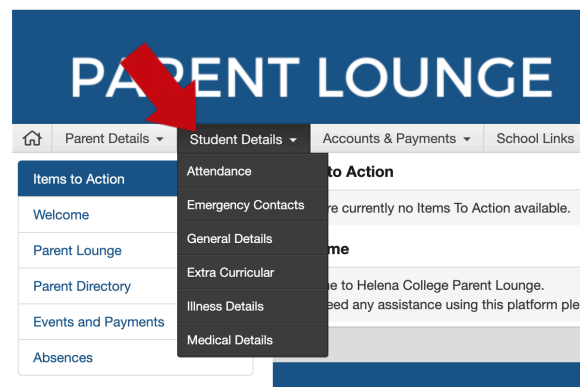
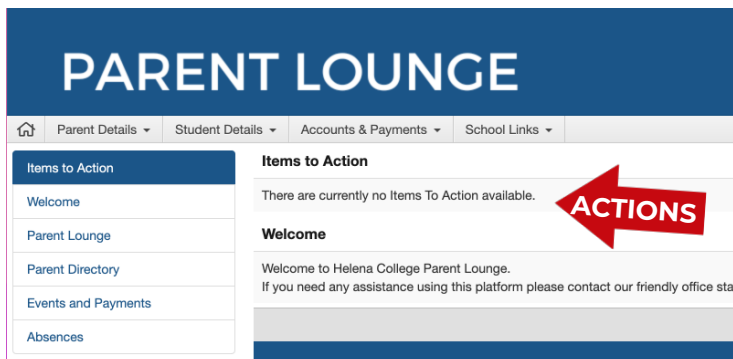


STEP 3: REVIEW THE INFORMATION*


*A 'How To' video is available [HERE](#), should you prefer a more active explanation.

If it has been a while since you last reviewed the information, an alert may appear asking you to review the information we have on record under the **Items to Action** section, or as pop-up on this page. It is highly likely that an alert will appear prior to your child going to camp, as we want to ensure that the information we have on record is up to date prior to departure.

Navigate to the Medical section by clicking or tapping on the Student Details option in the top navigation bar. This will open a new window for Step 4.



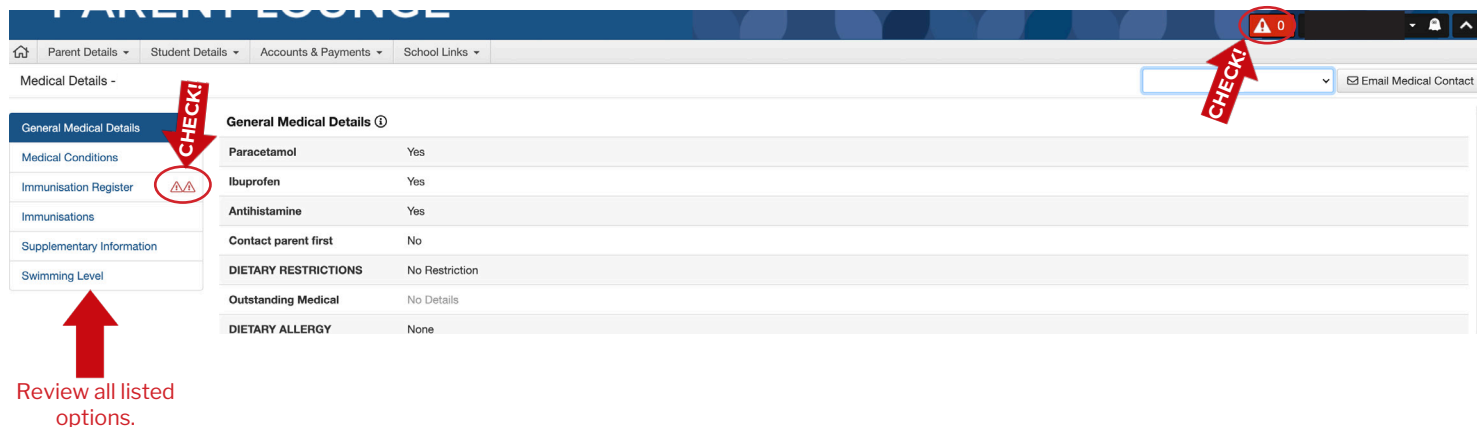
STEP 4: REVIEW AND UPDATE DETAILS

Please check any items with a visible alert symbol . If there are no alert symbols, simply just scroll through to confirm the information is current. This includes checking the details of emergency contacts. If the information is correct and up to date, simply proceed to the next step.

When reviewing, please check **all** listed options: General Medical Details (which lists over the counter medications you give the school permission to administer under the guidance of nominated staff members, which parent to contact first, dietary restrictions, emergency contacts) as well as Medical Conditions, Immunisation notes, and Swimming Level.

If the information needs to be amended, please make the changes using the **UPDATE** button, or if it something new (for e.g. a recent diagnosis of asthma or other chronic illness), use the **NEW** button.

Once you have made the necessary changes, click on the **SUBMIT CHANGES** button.

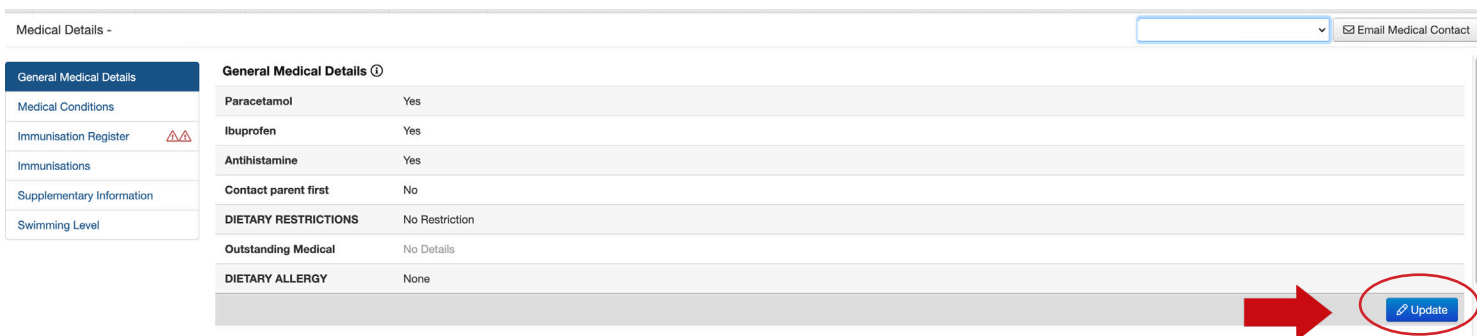


Medical Details -

General Medical Details

General Medical Details	
Paracetamol	Yes
Ibuprofen	Yes
Antihistamine	Yes
Contact parent first	No
DIETARY RESTRICTIONS	No Restriction
Outstanding Medical	No Details
DIETARY ALLERGY	None

Review all listed options.



Medical Details -

General Medical Details

General Medical Details	
Paracetamol	Yes
Ibuprofen	Yes
Antihistamine	Yes
Contact parent first	No
DIETARY RESTRICTIONS	No Restriction
Outstanding Medical	No Details
DIETARY ALLERGY	None

Update

Medical Conditions

No Details Found

+ New

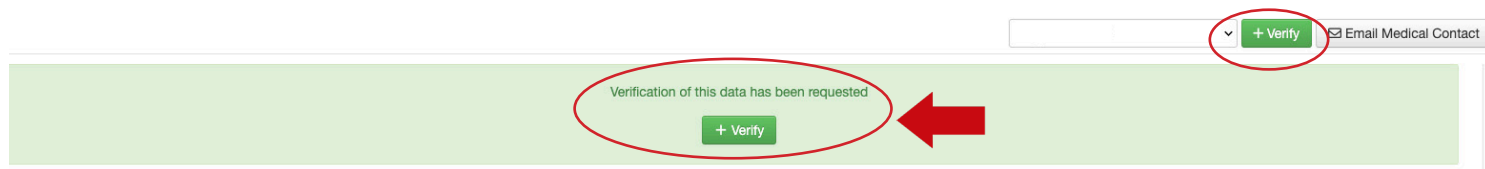
Update General Medical Details -

Paracetamol	Yes
Ibuprofen	Yes
Antihistamine	Yes
Contact parent first	No
DIETARY RESTRICTIONS	No Restriction
Outstanding Medical	
DIETARY ALLERGY	None

Cancel Submit Changes

STEP 5: VERIFY THE DETAILS

Once you are happy that all the information is correct, please click on the green **VERIFY** button. This button may appear before or after you have updated your details.



FURTHER MEDICAL SUPPORT (IF REQUIRED)

If you have any concerns or wish to advise of important changes to your child's medical status, please do not hesitate to get in touch. This includes providing us with new or updated medical action plans, information on new or changed diagnoses, or advising us if your child will need to take medication whilst at school. If medication is currently held by the school for the use of your child, we also encourage you to check expiry dates regularly.

You can contact the nurse from the Medical page in the Parent Lounge by clicking or tapping on the 'Email Medical Contact' button.

Alternatively, email the nurse directly at vkennedy@helena.wa.edu.au.

A screenshot of the 'Parent Lounge' Medical Details page. The page has a blue header with navigation tabs: Parent Details, Student Details, Accounts & Payments, and School Links. Below the header, there is a search bar and an 'Email Medical Contact' button circled in red. A red arrow points from the button to the text 'Contact the nurse here.' The main content area is titled 'General Medical Details' and contains a table with the following information:

General Medical Details	
Paracetamol	Yes
Ibuprofen	Yes
Antihistamine	Yes
Contact parent first	No
DIETARY RESTRICTIONS	No Restriction
Outstanding Medical	No Details
DIETARY ALLERGY	None