

Gateway Medical Room Module

Mar 2015

Version 2.0



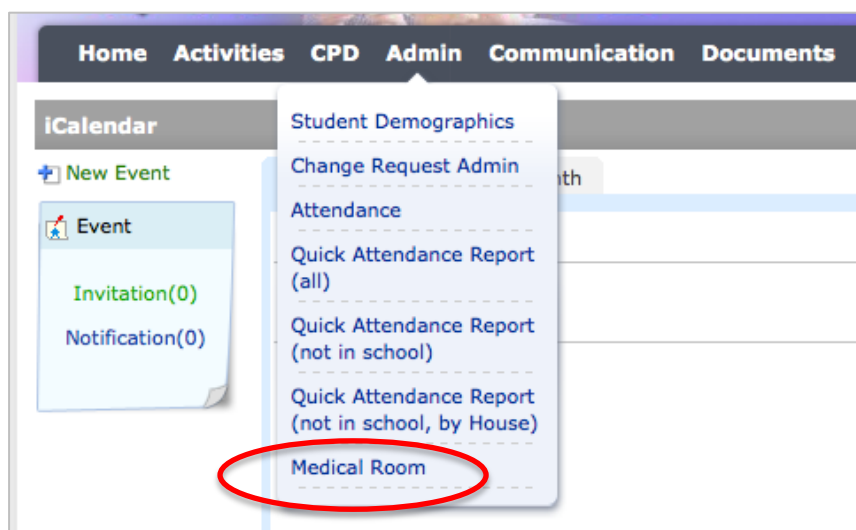
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Medical room visit

How to find it

- You need the Gateway role – Medical Room Management
- Login to Gateway
- Go to **Admin menu**.
- Select **medical room**.



- The medical room module will open.

Record a new visit

- If a student has come to you for assistance you need to find their record.
- You can enter all or part of their name, year group, roll group or any combination of these.
- In the diagram below I have searched for all students in year 3 whose surname begins with C.

Preferred Name

Surname

Year Group

Roll Group

Search students who left in current and last academic year.

Search Result

Surname ▲	First Name	Gender	Roll Group	House	Tutor Group	Medical Alert	
ARILLA	Ernestine	F	3C	Red (Fire)	-	Yes	[View Medical Record]
BRITICK	Harry	M	3B	Yellow (Air)	-	No	[View Medical Record]
CHAN	Sze ching	F	3B	Red (Fire)	-	Yes	[View Medical Record]
CHAN	Yuk Wah	F	3B	Yellow (Air)	-	No	[View Medical Record]
CHAN	Pui Hong	F	3A	Red (Fire)	-	No	[View Medical Record]

- Once you have found the student you are looking for, go to the right hand side and click on **view medical record**.

- You will see some basic details at the top and a list of their visits to the medical room.

Medical Room

Medical Room Visit | Medical History

Year Group: Y06
 Roll Group: 6Y
 Student Name: WONG002821s WONG002821
 Birthdate: 03/03/2004
 Gender: M
 Medical Alert: NO

[+ New Medical Visit](#)

Attendance Date	Attendance School Year	In Time	Out Time	Nature Of Visit	
14/01/2014	Y05	08:30	08:45	-	[Edit]
06/06/2012	Y03	13:25	13:30	-	[Edit]

New visit

- You can either edit information in a previous visit or create a new record. If you click on **new medical visit** a page will open to show basic information about the student.

Medical Room Visit | Medical History

[+ New Medical Visit](#)

Year Group: Y03
 Roll Group: 3G
 Student Name: [REDACTED]
 Birthdate: 10/04/2004
 Gender: M
 Medical Alert: NO

[\[View Contact Information\]](#) [\[View Medical Information\]](#)

- You will see links to show contact and medical information. Click on these to open a panel with the required information.

[\[Hide Contact Information\]](#) [\[Show Medical Information\]](#)

Contact Information

Family Contact

	Guardian 1		Guardian 2	
Name	WONG002816, WONG002816		WONG002816, WONG002816	
Mobile Number	852	9835 0000	852	9810 0000
Work Number	852	0000	852	2255 0000
Address	37445, 37445, 3744, 37445, 37445, North Point, H.K.			
Home Number	852	2510 0000		

Emergency Contact

	Contact 1		Contact 2	
Name	WONG002821		WONG002821	
Mobile Number	852	9835 0000	852	9810 0000

[Show Contact Information] [Hide Medical Information]

Medical Information [Edit]

Immunisations

Has your child had all their immunisations according to the Hong Kong Government Child Immunisation Programme?

Please list any other immunisations, e.g. Flu Shot, Hepatitis A, Typhoid, Tetanus booster, etc, which your child has had within the last 10 years. Give dates if possible, e.g. Flu Shot - 2009, Tetanus booster - 2010, etc.

Background Allergies

Does your child suffer from any allergies?

What is your child allergic to?

Does your child see a doctor about their allergies?

Approximately how many reactions does your child have in one year?

How severe is the reaction?

- Click on the **hide** link to hide this panel.

Input information

- Under the contact and medical information links you can start entering data about the student's visit to the medical room.
- Fields marked with * are required and must be filled in.

Attendance School Year *

Attendance Date *

In Time (24 hour) *

Out Time (24 hour)

Primary Incident/Event *

- Fall (from height or on level)
- Cut/Puncture/Scrape/Graze (not from fall)
- Overexertion/strain/sprain (not from fall)
- Collision/Struck By (e.g. getting hit by a ball, running into object or another person)
- Burn
- Exposure (Noise, chemical, biological e.g. insect bite/sting, rash, allergic reaction, heat exhaustion, blister)
- Non-event related (ongoing illness/condition, nose bleed, headache, emotional issue, etc)
- Cold/flu symptoms (general aches, vomiting, diarrhoea, fever, etc)
- Daily medication
- Other

Remarks:

Event Location *

Description of what happened/Symptoms

- Scroll down to the next section, it required input at least one treatment options but maximum allow 3. Click the **Add** button to pop up the options.

Treatment * + Add

Select Treatment (maximum 3) ✕

- No medical treatment required
- Cleaning, flushing or soaking wounds on the surface of the skin./Antiseptic applied
- Wound dressing applied and/or using butterfly stitches/Steri-StripsTM.
- Topical ointment applied e.g. insect bite relief cream, Vaseline gel.
- Hot or cold compress therapy
- Support bandage applied
- Temporary immobilization applied (e.g., splints, slings, neck collars, back boards).
- Removing foreign bodies from the eye using irrigation or a cotton swab
- Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means.
- Drinking fluids
- Kept in medical room for observation/rest only
- Other/Not applicable

You may **Edit** the treatment(s). You may add details of the treatment on the text box.

Treatment * ✎ Edit

- ▶ Cleaning, flushing or soaking wounds on the surface of the skin./Antiseptic applied
- ▶ Wound dressing applied and/or using butterfly stitches/Steri-StripsTM.
- ▶ Kept in medical room for observation/rest only

Short Description of treatment details

ice and rest

-
- The next section is also not required but allows you to give details of who was contacted, if anyone. You may select from the list from Guardian and Emergency Contact.

Successful Contact Select From List

Ambulance Called

Referral Name

Hospital

Accident Report Completed

Additional Information

Please Select ✕

- Guardian**
- WONG002816 WONG002816
- WONG002816 WONG002816
- Emergency Contact**
- WONG002821
- WONG002821

- Details of any referral or hospital transfer go in next.

- You can check the box to show if an accident report has been completed and enter any further information if required.

- When you have finished click on **submit**. You can always come back and edit it later if necessary.

- Assuming you have not missed anything out, this will save the record and take you back to the previous screen, showing the latest visit at the top of the list.

[+ New Medical Visit](#)

Attendance Date	Attendance School Year	In Time	Out Time	Nature Of Visit	
09/05/2012	Y03	11:24	12:17	Flu Symptoms	[Edit Record]
19/04/2012	Y03	08:20	08:40	Other	[Edit Record]

Medical history

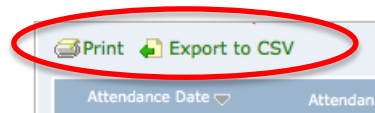
- Click on the **medical history** tab at the top of the page.

- This will show a list of all medical room visits, starting with the most recent.

Print Export to CSV

Attendance Date	Attendance School Year	Name	In Time	Out Time	Primary Incident/Event	Ambulance
14/01/2014	Y03	LEE-001801	11:00	11:15	Other	N [Edit]
14/01/2014	Y05	WONG002821	08:30	08:45	Other	N [Edit]
13/01/2014	Y03	DSOU000028	13:10	13:30	Other	N [Edit]
13/01/2014	Y04	JOLY000005	10:50	11:10	Other	N [Edit]
10/01/2014	Y01	KWOK000348	13:15	13:30	Other	N [Edit]
10/01/2014	Y03	BAIL000077	10:50	11:00	Other	N [Edit]
09/01/2014	Y05	UMAN000004	10:50	11:10	Other	N [Edit]

- Click on any column heading to change the order in which data is displayed.



- Notice the links above the list that allow you to print the list or export it to CSV.
- You can filter the list of students shown using the boxes at the top.
- The screen below would show students who had visited the medical room since **May 8th 2014** until today whose visit was recorded as **Flu symptoms** or **Other**.

- You can edit a record by clicking on edit record on the right....

Print Export to CSV

Attendance Date	Attendance School Year	Name	In Time	Out Time	Nature Of Visit	Ambulance
09/05/2012	Y03	Maria CHENG	11:24	12:17	Flu Symptoms	N [Edit Record]
20/04/2012	Y06	Bobby LEE	11:20	11:40	PE	N [Edit Record]
20/04/2012	Y06	Hilary WONG	12:30	12:45	Other	N [Edit Record]
20/04/2012	Y01	Ashwin DEENA	13:00	13:40	Other	N [Edit Record]
19/04/2012	Y05	Nick HENDERSON	08:15	08:30	Other	N [Edit Record]