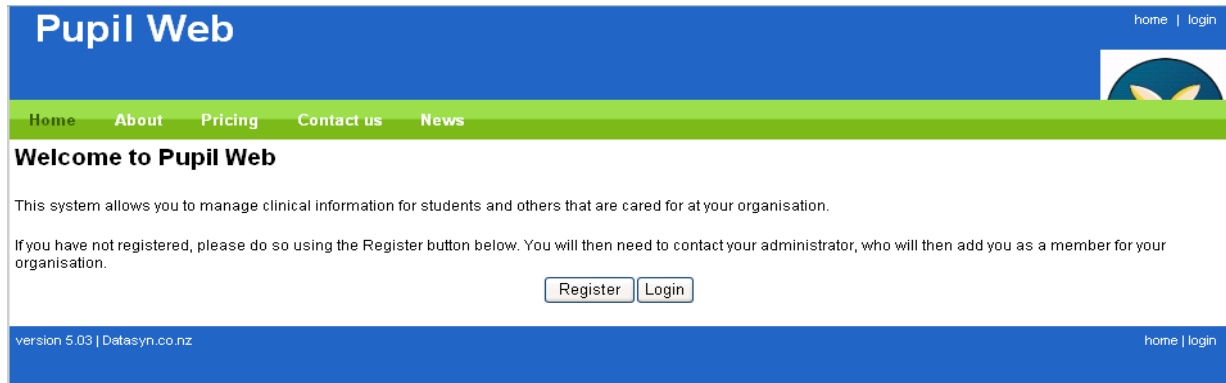


Pupil: Youth Health System	Version Pupil Web
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PUPIL WEB - YOUTH HEALTH SYSTEM

User Manual

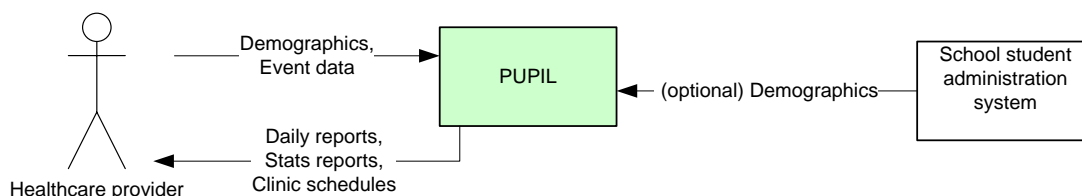


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Introduction

The PUPIL system is a tool to help school nurse's record health data about young people.

It provides a repository of clinical data which can be used to record trends and identify problems.



Acknowledgement

The AIMHI data base - Pupil - "keeping an eye on youth health" is a result of a Counties Manukau District Health Board initiative in partnership with the Auckland School Nurses Group (ASNG) and Data Synthesis Ltd.

We would like to acknowledge all those people who have contributed to this project by generously giving their time and expertise.

Key contribution has come from representatives from the ASNG in particular all AIMHI nurses.

The writing committee consisted of Gilli Sinclair, Craig Evans, Debbie Greenwood, Jude Woolston, Karlynn Earp, Diana Nicholson (aka Verrall), Philippa Bennetts and Dianne Dawson.

An external review was completed in 2006 by Professor Richard McKenzie, to whom we extend our gratitude and acknowledge his wisdom and valuable contribution.

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What's new

The screenshot shows the Pupil Web interface for user DI Nicholson. The header includes the title 'Pupil Web' and navigation links: home, account, admin, logout. A green navigation bar contains links: Home, Compendium, Privacy, security, About, Pricing, Contact us, News. Below this, a welcome message 'Welcome back DI Nicholson' is followed by icons for Search, Event history, Add student, Appointments, Reports, and Providers. A 'Show alerts' link is present. A 'Recent students' table lists several students with their details and an 'Add event' link for each. In the footer, the text 'What's new? Updated Nov 2010' is highlighted with a red circle. The footer also shows 'Version 5.03 | Datasyn.co.nz' and another set of navigation links: home, account, admin, logout.

Brick, Burtie	INGA	0210.54545	Add event
Angelfish, Angie	6B	angie@sddwd.co.nz 021 123 4567	Add event
LIME, Ese	6B		Add event
Jellyfish, Jim			Add event
Donut, Dinkum	9MH		Add event
COURGETTE, Chris	zdfg		Add event
WOODS, Thomas	P05		Add event
Crustacean, Chris	6A		Add event
Clanger, Brian			Add event
Sheep, Dolly			Add event

Each time Pupil Web is updated with new features, your provider area will automatically get access to them. Click regularly on the link found on the home page to establish 'What's new?' in Pupil Web.

The screenshot shows the Pupil Web interface for a user who is not logged in. The header includes the title 'Pupil Web' and navigation links: home, login. A green navigation bar contains links: Home, About, Pricing, Contact us, News. Below this, a welcome message 'Welcome to Pupil Web' is followed by a description of the system. A 'Support' button is highlighted with a red circle in the footer. The footer also shows 'Version 5.03 | Datasyn.co.nz' and another set of navigation links: home, login.

To log a helpdesk call, click on the support button to the left of any screen.

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GETTING STARTED

This document is for users of Pupil Web who will be entering data into the system and running reports. It assumes that you are a registered user of the programme. This manual is to be used in conjunction with the Pupil Web Administrator Manual which explains how to register and set up the Pupil Web system.

Log in

Using your User Name and Password enter details into the appropriate fields and click the 'Log In' button (you cannot use the enter key).

NB: Your login to Pupil Web is used as electronic signature and will be recorded in each of your case notes. For example, if you type your login in lower case, eg 'di nicholson' this be recorded as the electronic signature, likewise if the login is Di Nicholson, then that will be recorded as the electronic signature.

Pupil Web Di Nicholson : [home](#) | [account](#) | [admin](#) | [logout](#)

[Home](#) [Compendium](#) [Privacy, security](#) [About](#) [Pricing](#) [Contact us](#) [News](#)

Member Login

User Name:

Password:

☐ Remember me.

[Lost password?.](#)

Note: after 5 failed attempts you will be locked out. [Contact us](#) to have your account unlocked.

version 5.03 | [Datasyn.co.nz](#) [home](#) | [account](#) | [admin](#) | [logout](#)

Once you have successfully logged in, Pupil Web will automatically go to the home page.

Security

You will have been allocated on of the four different security levels available by the administrator within your setting.

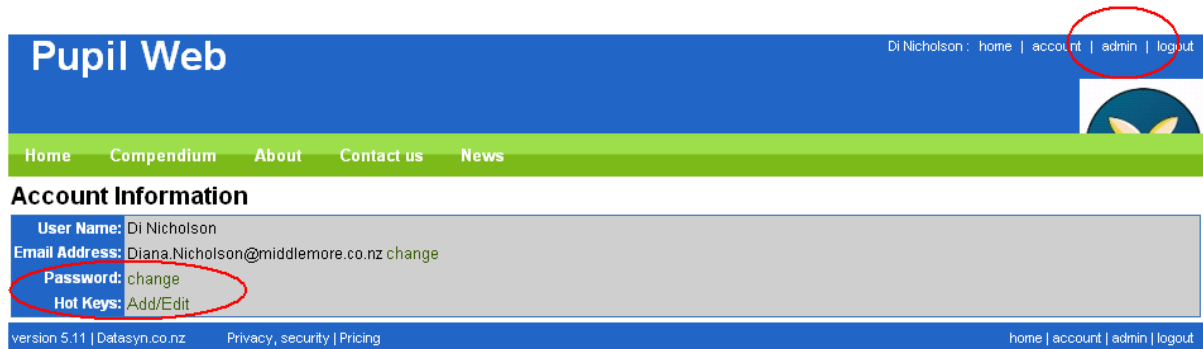
- Admin: can access all functionality for your provider area (Recommended only 1 person within each setting has this allocation).
- Data entry: can enter and update data. No administration screen.
- Scheduling: only has access to the clinic appointments.
- Read only: Can read screens and print reports.

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ACCOUNT INFORMATION

The Account page allows you to change your password on a regular basis and to create your own unique set of Hot Keys. This page is available by selecting the account tab.

Changing Password



Pupil Web Di Nicholson : home | account | admin | logout

Home Compendium About Contact us News

Account Information

User Name: Di Nicholson

Email Address: Diana.Nicholson@middlemore.co.nz change

Password: change

Hot Keys: Add/Edit

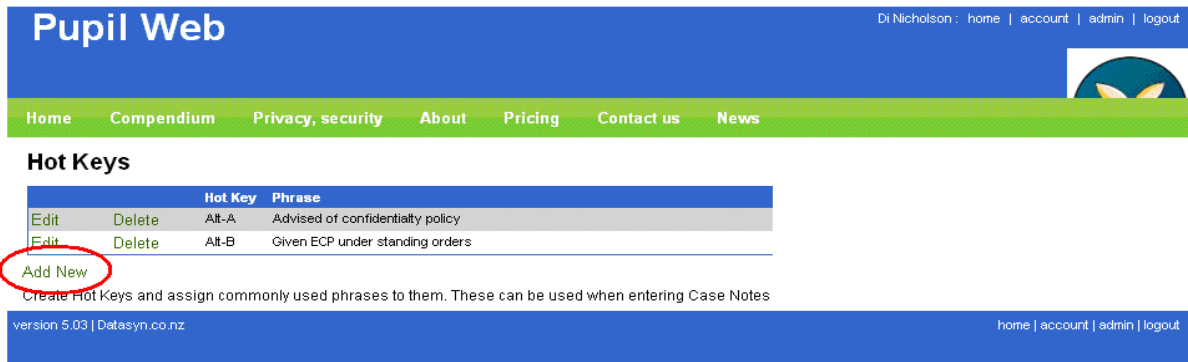
version 5.11 | Datasyn.co.nz Privacy, security | Pricing home | account | admin | logout

To change your password select the change button next to Password and the Change Password text field appears. Enter details as appropriate and click Ok.



Click Ok

Hot Keys



Pupil Web Di Nicholson : home | account | admin | logout

Home Compendium Privacy, security About Pricing Contact us News

Hot Keys

	Hot Key	Phrase
Edit Delete	Alt-A	Advised of confidentiality policy
Edit Delete	Alt-B	Given ECP under standing orders

Add New

Create Hot Keys and assign commonly used phrases to them. These can be used when entering Case Notes

version 5.03 | Datasyn.co.nz home | account | admin | logout

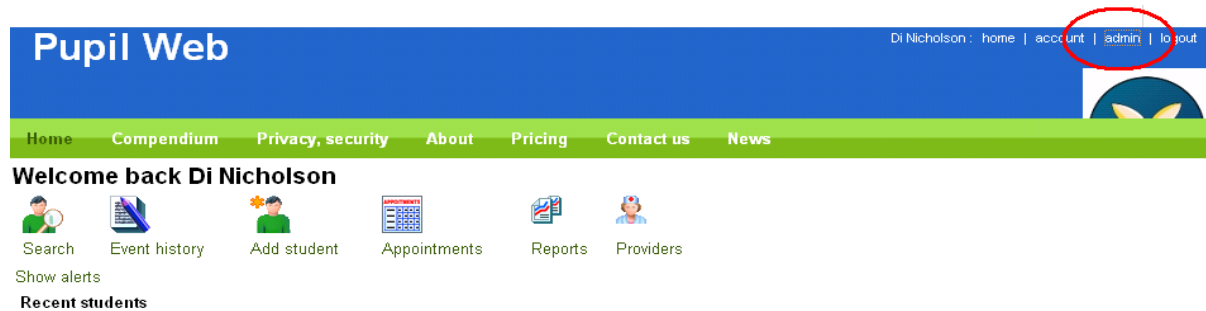
Used to speed data entry when entering Case Notes, you can create a Hot Key for frequently used phrases. Click the 'Add New' button to create a new Hot Key.

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MAIN MENU BAR

Administration (Administrator Security Level)

There are two primary menu bars. The 'admin' link will only be displayed to the person allocated administration rights within your provider site. Information and screen shots about administration rights are in the Pupil Web Administration Manual.



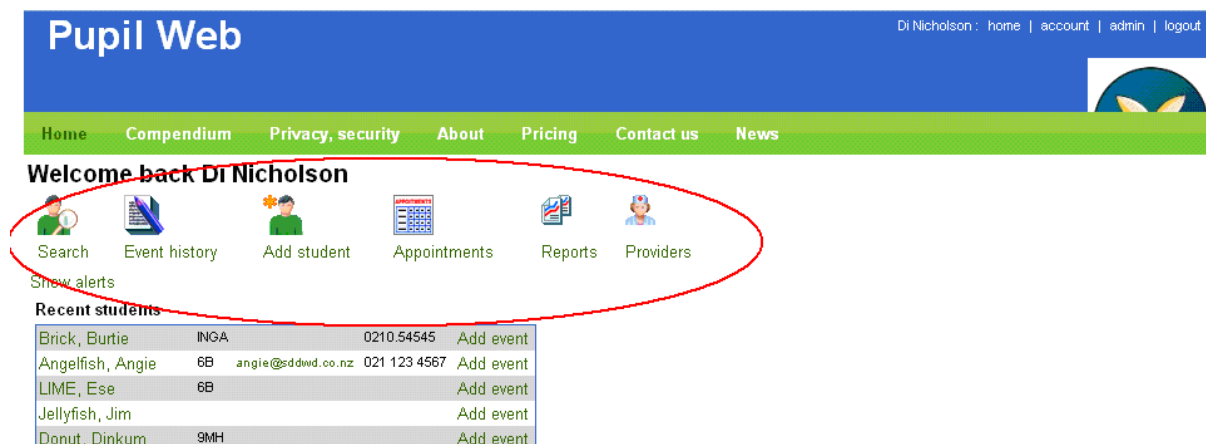
Clinical (Data Entry Security Level)

The second primary menu bar (now referred to as the menu bar) is for clinical use and will be the focus for this manual.



Links

Selecting any of the icons below will automatically link you to the appropriate main page, eg Search, Event history, Add student, the Appointment schedule, Reports and the Providers. It also allows to you to select any alerts that have been created (see page 22).



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SEARCH

The Search field allows you to search for Students, Planned events, Alerts and Medical contacts.

Click on the 'Search' link on the home page.

Pupil Web Di Nicholson: home | account | admin | logout

Home Compendium Privacy, security About Pricing Contact us News

Welcome back Di Nicholson

Search Event history Add student Appointments Reports Providers

Show alerts

Recent students

Brick, Burtie	INGA	0210.54545	Add event
Angelfish, Angie	6B	angie@sddwd.co.nz 021 123 4567	Add event

To search for a student

Pupil Web Di Nicholson: home | account | admin | logout

Home Search Event history Add Student Appointments Add Schedule Reports Providers

Search Test school

Students Planned events Alerts Medical contacts

Search students for: %

Current Left school Transferred Pre-enrolment

version 5.03 | Datasyn.co.nz home | account | admin | logout

Students are categorised by their appropriate status eg, 'Current', 'Left school', 'Transferred', or Pre-enrolment'. Select the appropriate button and the system will display all the students in the selected category.

You can search for students by entering any of the following; Surname, AKA, ID, class or year in the 'Search students for' field.

Where possible, to select an individual student, **it is recommended you enter the student's unique ID number** (student ID enrolment number – usually associated with their student ID card). This will prevent inadvertently adding a student record if you are not able to find the student by searching on their name (on occasion students change their name or spelling).

An alternate search method is to use the '%' key to do a wildcard search – this will give you all the students entered at your provider site.

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If you do search by name, you can enter the Family name, First name or AKA in the 'Search for students' field. All recognised text in those fields will appear on the search list. If your search by name does not illicit the student, check their student ID on your school student management system and repeat the search. If the student does not have a file, you will need to create a new file (see Add Student, page 12).

The screenshot shows the Pupil Web interface. At the top, there's a blue header with 'Pupil Web' and user links. Below is a green navigation bar with links like Home, Search, Event history, Add Student, etc. The 'Search' section is active, showing a search for 'chris'. Below the search bar, there are tabs for 'Students', 'Planned events', 'Alerts', and 'Medical contacts'. The 'Students' tab is selected, displaying a table of student records. The table has columns: Family name, First name, AKA, Status, Type, Gender, DoB, Class, Year, ID number, Alerts, Meds, and Health check. Four students are listed, each with a 'Select or add event' link circled in red.

Family name	First name	AKA	Status	Type	Gender	DoB	Class	Year	ID number	Alerts	Meds	Health check
Christie	Rose	Rosey	Current	Student	Female	12-Sep-95	INGA	9	11203	0		
COURGETTE	Chris		Current	Student	Male	18-Jun-90	zdfg		767356	0		
Custacean	Chris	Claw	Current	Student	Male	12-Dec-96	6A		232323	0		
Cuttlerfish	Chris	Mr C	Current	Student	Male	09-Dec-89	6A		76537	0		

Once you have found the appropriate student record, you can either click on the 'Select' link to access the Details page (see page 13) or add event and go straight to the clinical record (see page 18).

Planned events

The screenshot shows the Pupil Web interface with the 'Planned events' tab selected. The 'Planned events' section is highlighted with a red circle. Below it, there's a 'Filter by' dropdown menu set to 'Next month'. A table of planned events is displayed with columns: Planned date, Start, Student, Type, Year, Class, and Provider. The table lists 12 events, each with a 'Select' link circled in red.

Planned date	Start	Student	Type	Year	Class	Provider
Select 04 Feb 11	10:00 a.m.	JONES, Joan	Sexual health clinic	6B		Nicholson, Di
Select 04 Feb 11	11:00 a.m.	GREEN, Jane	Sexual health clinic	7B		Nicholson, Di
Select 10 Feb 11	9:00 a.m.	Jellyfish, Jim	Asthma clinic			Nicholson, Di
Select 10 Feb 11	9:30 a.m.	Maharaj, Swashna	Asthma clinic	9	P13	Nicholson, Di
Select 10 Feb 11	10:00 a.m.	Octopus, Oliver	Asthma clinic	9	er5	Nicholson, Di
Select 10 Feb 11	9:00 a.m.	ONION, Agnes	GP Clinic	6B		Collis, Emma
Select 10 Feb 11	9:00 a.m.	Seasnake, Sally	GP Clinic	3		Collis, Emma
Select 10 Feb 11	9:30 a.m.	Johnson, Greg	GP Clinic	11	BAON	Collis, Emma
Select 10 Feb 11	10:00 a.m.	Turtle, Terry	GP Clinic	6B		Collis, Emma
Select 10 Feb 11	10:30 a.m.	Williams, Shyam	GP Clinic	9		Collis, Emma

By selecting the Planned Events link and then appropriate date filter in the drop down box, you can obtain a list of all the current appointments in the various clinics.

Pupil: Youth Health System	Version Pupil Web
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NB: there may be multiple pages of planned events. The default list also sorts by the event type in ascending alphabetical order. You can re-sort the list by clicking on the column header link which will sort the list by that header, eg clicking on the 'Planned date' header will give an ascending chronological list, click again to obtain a descending list.

Alerts

Pupil Web Di Nicholson: home | account | admin | logout

Home Search Event history Add Student Appointments Add Schedule Reports Providers

Search

Students Planned events **Alerts** Medical contacts

Alerts


Select	Person	Alert date	Message	Gender	DoB	Current Year	Current Class	Consent	health check	ID #
Select	GARLIC, Jasmine	06 May 10	ghigihgiuhghig	Female	26 Apr 89			False		45
Select	SALT, Kapono	12 Nov 08	Waiting for urgent CT scan (head injury 18 Oct 08) still experiencing frequent severe headaches	Male	07 Mar 87	12	BAON	False		47644
Select	SALT, Kapono	17 Nov 08	Severe allergy to Peanuts Action plan for anaphalaxis in file	Male	07 Mar 87	12	BAON	False		47644
Select	Angelfish, Angie	01 Nov 08	Do this and that	Female	20 Oct 87		6B	False		7635
Select	Clanger, Brian	15 Oct 10	results of sti swabs due	Male	12 Dec 10			False		7654

Alerts can be set up to notify the system users of any important information pertaining to the individual student. The alert system can also be used as a call up appointment schedule.

NB: there may be multiple pages of alerts. The default list also sorts by date order. You can re-sort the list by clicking on any column header link which will sort the list by that header, eg clicking on the 'Current Class' header.

Pupil Web Di Nicholson: home | account | admin | logout

Home Search Event history Add Student Providers Reports Appointments

Chain Daisy  Details History Planned Add Event Print

Female 14 yrs 12-Jan-97

Family name: Chain	NHI: NHI0000	Recent events
First name: Daisy	Status: Current	
AKA:	Type: Student	
Gender: Female	ID number: 11987	

19-Jan-11	Health Clinic Visit
19-Jan-11	Follow up
18-Jan-11	Yr 9

Students who already have an alert loaded can be identified by the large red exclamation mark on the Student Information Sheet. Clicking on this icon will display the alert in full.

See page 22 to create an alert.

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EVENT HISTORY

The Event history tab shows events that have been logged against students. There are warnings in yellow where Case Notes and/or Outcome have not been filled out for that Event.

NB: You can filter your event history either by **Time** (Last week, Last month, Last 3 months, Last 6 months, Last 12 months) or show all, or by **Event** by selecting any of the dropdown categories in your Event type schedule.

Pupil Web

Home Search **Event history** Add Student Appointments Add Schedule Reports Providers

Event history Test school

Filter by: Last 12 months (Show all)

Person	Start	End	Outcome	Notes	Class	Year	Provider	Private
Select Brick, Burtie	1515	1530	Sent home	Y	INGA	10	Nicholson, Di	
Select Angelfish, Angie	0921		Other	Y	6B		Evans, Craig	
Select Atest, June	1153		Not entered	N			Nicholson, Di	
Select COURGETTE, Chris	1154		Not entered	N	zdfg		Nicholson, Di	
Select Fillstone, Fred	1314		Not entered	N			Evans, Craig	
Select Fillstone, Fred	1218		Not entered	N			Evans, Craig	
Select Angelfish, Angie	1000	1500	A and M Clinic	Y	6B		Training 1,	
Select Angelfish, Angie	1000		Back to class	N	6B		Nicholson, Di	
Select Crustacean, Chris	1045		Not entered	Y	6A		Nicholson, Di	
Select Angelfish, Angie	13 Oct 10		Opportunistic assessment	N	6B		Evans, Craig	
Select Cetacean, Christine	07 Oct 10		Opportunistic assessment	Y	7C		Evans, Craig	
Select Clanger, Brian	07 Oct 10		Call Out	Y		10	Dawson, Dianne	
Select Cetacean, Christine	07 Oct 10		Routine BGL	Y	7C		Dawson, Dianne	
Select Sheep, Dolly	07 Oct 10		Health Clinic Visit	Y		12	Dawson, Dianne	

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ADD STUDENT

To import demographics from other systems, please refer to the documentation in the Pupil Web Administrator's Manual.

To manually add a person, select 'Add Student' from the menu bar or on the appropriate link on the home page.

Home Search Event history **Add Student** Appointments Add Schedule Reports Providers

Add new student

Compulsory fields

Family name: Chain

First name: Daisy

Gender: ☐ Male ☒ Female

DoB: 12-Jan-1997

ID Number: 11987

Venue: Test school

From date: 25-Jan-11

Student

Student

Staff

Youth

Pre-school

Visitor

AKA:


Class: 9D

Year: 9

NHI number: NHI0000

Email:



Remember to click the  button

A page with multiple fields will allow you to enter an individual student into the Pupil Web demographic file. You are required to complete all the compulsory fields and it is recommended the optional fields are also completed. Keep scrolling down the page until all fields are complete and then click the 'Save' button.

The 'ID Number' field should be used for linking to the student's unique ID number in the School Management System (SMS). **It is critical to have a unique Student ID number attached to each student, otherwise duplicate files will be created for the same student.**

If adding others, eg, staff you may want to create your own ID numbers eg, based on Surname, First Name combination or their designated school teacher code. Use the drop down choice box to select appropriate option.

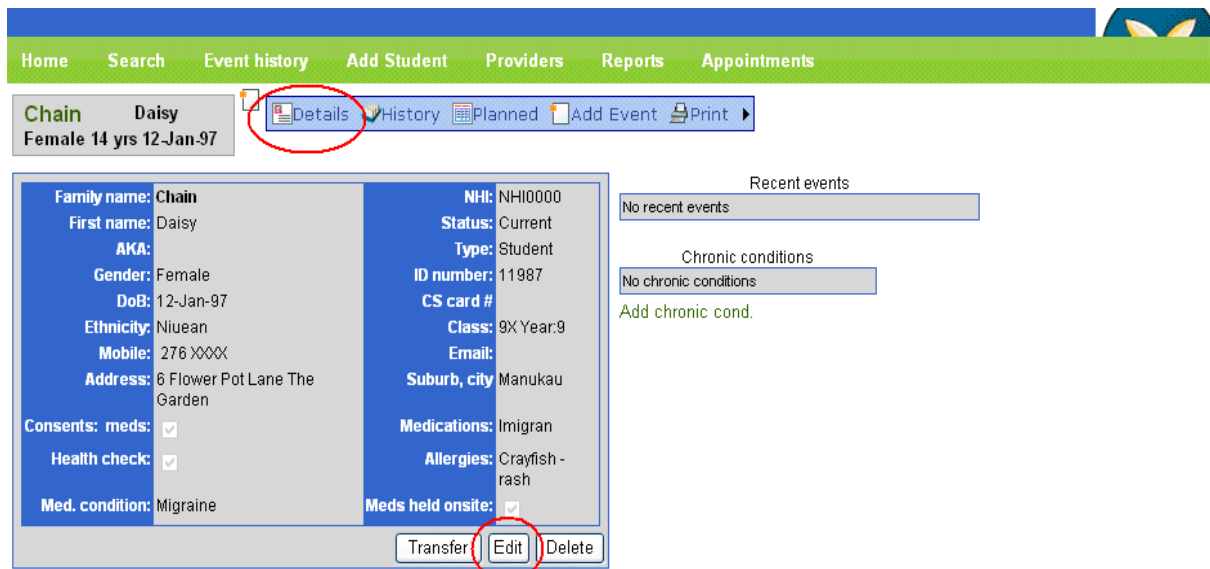
The NHI field is for the NZ National Health Index number. It has a check on it to only allow valid numbers.

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STUDENT INFORMATION SHEET

Once a person has been added, or a search has been completed, the Students Information sheet (demographics) is displayed. This page can be accessed at any time by clicking the 'Details' button.

Details



Home Search Event history Add Student Providers Reports Appointments

Chain Daisy
Female 14 yrs 12-Jan-97

Details History Planned Add Event Print

Family name: Chain NHI: NHI0000
First name: Daisy Status: Current
AKA: Type: Student
Gender: Female ID number: 11987
DoB: 12-Jan-97 CS card #
Ethnicity: Niuean Class: 9X Year:9
Mobile: 276 XXXX Email:
Address: 6 Flower Pot Lane The Suburb, city Manukau
Garden
Consents: meds: ☒ Medications: Imigran
Health check: ☒ Allergies: Crayfish -
rash
Med. condition: Migraine Meds held onsite: ☒

Transfer Edit Delete

Recent events
No recent events

Chronic conditions
No chronic conditions
Add chronic cond.

If you need to edit any of the main demographic information click the 'Edit' button and adjust the appropriate information.



Remember to click the **Save** button

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Chronic Conditions

There is the ability to document chronic condition on the students front sheet using the drop down box. Enter one or more from the drop down list.

The screenshot shows the Pupil Web interface for a student named Daisy Chain. The interface includes a navigation bar with links like Home, Search, Event history, Add Student, Providers, Reports, and Appointments. The student's profile is displayed with fields for Family name, First name, AKA, Gender, DoB, Ethnicity, Mobile, Address, NHI, Status, Type, ID number, CS card #, Class, Email, Suburb, city, Medications, Allergies, Meds held onsite, Consents: meds, Health check, and Med. condition. A 'Recent events' table shows dates and descriptions of events. A 'Chronic conditions' dropdown menu is open, showing a list of conditions including ADD, ADHD, Anaphylaxis, Aspergers, Asthma, Bronchiectasis, Diabetes, Epilepsy, Headaches, Hearing loss, Mental health, Migraine, Other, Rheumatic Fever, Rheumatoid, and Special Needs. The 'Add Caregiver' and 'Add Medical contact' links are circled in red.

Family name	First name	AKA	Gender	DoB	Ethnicity	Mobile	Address	NHI	Status	Type	ID number	CS card #	Class	Email	Suburb, city	Medications	Allergies	Meds held onsite	Consents: meds	Health check	Med. condition
Chain	Daisy		Female	12-Jan-97	Niuean	276 XXXX	6 Flower Pot Lane The Garden	NHI0000	Current	Student	11987		9X Year:9		Manukau	Imigran	Crayfish - rash	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Migraine

Recent events	Date	Description
19-Jan-11	Health Clinic Visit	
19-Jan-11	Follow up	
18-Jan-11	Yr 9 assessment	
02-Jan-11	Yr 9 assessment	

Caregiver	Relationship	Emergency?	Lives with	Home ph	Work ph
Edit Mel	father	<input type="checkbox"/>	Yes	276 XXXX	897 XXXX
Edit Petal	mother	<input type="checkbox"/>	Yes	276 XXXX	579 XXXX

Caregivers & Medical contact

Click on the Add Caregiver and Add Medical contact links to complete those fields.



Remember to click the **Save** button

Pupil: Youth Health System	Version Pupil Web
User Manual	Date: January 2011

History

Over time a person may have many events.

Clicking on the 'History' link will create a chronological list of all events for the student. Clicking on the 'Details' link will then allow you to go to that single event.

Home Search Event history Add Student Providers Reports Appointments

Chain Daisy
Female 14 yrs 12-Jan-97

Details History Planned Add Event Print

Event history

	Date	Event type	Provider	Notes
Details	19 Jan 11	Health Clinic Visit	Nicholson, Di	ACC claim: XXX 2222 SD601 / MVA & NCON --- Advised to keep wound dry for 24hrs For review and COD dressing tomorrow --- deep abrasion to R) knee after falling on tennis court during PE approx 70x55mm, multiple grit and dry grass irrigated, cleaned and removed grit and debris applied crystacide and covered with adaptic and telfa fixed with 7cm crepe bandage
Details	19 Jan 11	Follow up	Evans, Craig	whisper test repeated pass
Details	18 Jan 11	Yr 9 assessment	Nicholson, Di	referral to CADS appt for smoking cessation created for next week --- Yr 9 health assessment referral for vision and hearing completed

Another way to access the student's History is to use the Recent Events option on the Student's Information Sheet.

Pupil Web Di Nicholson : home | account | admin | logout

Home Search Event history Add Student Providers Reports Appointments

Cetacean Christine
Female 14 yrs 12-Oct-96

Details History Planned Add Event Print

Family name: Cetacean First name: Christine AKA: Whale Gender: Female DoB: 12-Oct-96 Ethnicity: NZ European Mobile: Address: 10 Ocean View Marineland Consents: meds: <input checked="" type="checkbox"/> Health check: <input checked="" type="checkbox"/> Med. condition: NHI: Status: Current Type: Student ID number: 2341243 CS card # Class: 9MH Year: Email: Suburb, city Medications: Panadol (EF) Epilum & Midazolam Allergies: Meds held onsite: <input checked="" type="checkbox"/>	Recent events 07-Oct-10 Opportunistic assessment 07-Oct-10 Routine BGL 27-Sep-10 Health Clinic Visit 24-Aug-10 Health Clinic Visit 01-Mar-10 Yr 9 assessment 02-Dec-09 Yr 9 assessment 04-Nov-09 Asthma clinic 1 2 3
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

There are 3 pages of historical notes for this student.

Pupil: Youth Health System	Version Pupil Web
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Planned

This shows upcoming events for the person. See the section on Clinic Appointments (page 29) for another way to view this data.

In this screen, if you click on the 'Convert to Event' link, a new event will automatically be created allowing you enter the actual event details.

The screenshot shows the Pupil Web interface. At the top, there's a blue header with 'Pupil Web' and user links. Below is a green navigation bar with options like Home, Search, Event history, Add Student, Providers, Reports, and Appointments. A student profile for Jane (GREEN, Female, 20 yrs, 25-Feb-90) is shown. Below the profile, there's a row of buttons: Details, History, Planned (circled in red), Add Event, and Print. Under the 'Planned' button, a table of planned events is displayed. The first row shows a 'Convert to Event' link (circled in red), the provider 'Nicholson, Di', the event type 'Sexual health clinic', the date '04 Feb 11', the time '11:00 a.m. - 11:30 a.m.', the status 'Planned', and a 'Delete' button. The footer shows 'version 5.03 | Datasyn.co.nz' and user links.

Convert to Event	Provider	Event type	Planned Start	Finish	Status	Notes
	Nicholson, Di	Sexual health clinic	04 Feb 11	11:00 a.m. - 11:30 a.m.	Planned	Delete

Pupil: Youth Health System	Version Pupil Web
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Add Event

There are multiple ways to create a new event for a student. The most common are below:

Home Search Event history Add Student Appointments Add Schedule Reports Providers

Search Test school

Students Planned events Alerts Medical contacts

Search students for: daisy ☐ Current ☐ Left school ☐ Transferred ☐ Pre-enrolment

Select or add event	Family name	First name	AKA	Status	Type	Gender	DoB	Class	Year	ID number	Alerts	Meds	Health check
Add event	Chain	Daisy		Current	Student	Female	12-Jan-97	9X	9	11987	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

version 5.11 | Datasyn.co.nz Privacy, security | Pricing home | account | admin | logout

1. Search for students and then click on the 'Add Event' link. A new record will be created.

Home Compendium About Contact us News

Welcome back Di Nicholson

Search Event history Add student Appointments Reports Providers Manual

Show alerts

Recent students

Chain, Daisy	9X	276 XXXX	Add event
CARDOMOM, Moseese	BAON		Add event

2. Click on the 'add event' next to the students name in the Recent Students field on the Home page.

Home Search Event history Add Student Providers Reports Appointments

Chain Daisy
Female 14 yrs 12-Jan-97

Details History Planned [Add Event](#) Print

Family name: Chain	NHI: NHI0000
First name: Daisy	Status: Current
AKA:	Type: Student
Gender: Female	ID number: 11987

Recent events

19-Jan-11	Health Clinic Visit
19-Jan-11	Follow up
18-Jan-11	Yr 9

3. Click on the 'Add Event' link on the Student Information Sheet.

The following default Event types have been preloaded and it is advised that they be used as follows:

- ✓ Health Clinic Visit - initial visit for any concern
- ✓ Follow Up - subsequent visit for any concern already documented and not a new issue
- ✓ Case Note History - used for phone calls, emails, letters etc relating to a student, but not requiring the student's presence
- ✓ Opportunistic Assessment - any assessment or part of, that is not a year 9 health assessment
- ✓ Callout - use when called away from your clinic to attend to a student or staff member

Pupil: Youth Health System	Version Pupil Web
User Manual	Date: January 2011

Case Notes

Once you have created an event by one of the methods above the following screen will be displayed.

The screenshot shows the 'Add new event' interface. On the left, a sidebar displays student details for Daisy Chain, including her date of birth (12-Jan-97), medical history (Migraine, Allergies: Crayfish - rash), and contact information for her caregivers (Mel father and Petal mother). The main form area contains several fields: 'Event date' (17-Jan-11), 'Event type' (Asthma clinic), 'Start' (1613), 'Finish' (empty), 'Provider' (Evans, Craig), 'Outcome' (empty), and a large text area for notes with the placeholder 'Type text here.'. A 'Private' checkbox is also present. At the bottom, there are 'Alt-A' and 'Alt-B' hotkey buttons, and 'Save' and 'Cancel' buttons. Red circles are drawn around the 'Event type' dropdown, the 'Provider' dropdown, the 'Private' checkbox, the 'Save' button, and the 'Alt-A' and 'Alt-B' buttons.

The system will automatically enter the date and start time of the event. Use the drop down boxes to select Event type, Provider and outcome. Enter the Finish time and Outcome when appropriate.

You can either type directly into the case note field as indicated in the screen shot above or you can click the save button which will create a field to type up case notes.

Use Hotkey buttons if appropriate.

Where it is considered important that other database users do not have access to the information recorded at a visit there is the option of marking an event 'Private'. Simply click on the Private button on the event screen.

Student Sidebar - Information from front sheet is transferred to this panel to ensure easy access to medical conditions and contacts.

Any Alerts will also be displayed.

Pupil: Youth Health System	Version Pupil Web
User Manual	Date: January 2011

Home
Search
Event history
Add Student
Providers
Reports
Appointments

Chain
Daisy
Female 14 yrs 12-Jan-97

Migraine
Medications: Imigran
Allergies: Crayfish - rash

Caregivers:
Mel
father
Home ph.: 276 XXXX
Work ph: 897 CCCC
Cell: 021 NNN MMMM
Petal
mother
Home ph.: 276 XXXX
Work ph: 579 CCCC
Cell: 021 BBB NNNN

Event details
Assessment
Risk resiliency
Print

Event date 19-Jan-2011 Start 1320
Event type Health Clinic Visit Finish 1350
Provider Nicholson, Di Private: ☐ #41826
Outcome Back to class

Edit
Delete

Case notes

deep abrasion to R) knee after falling on tennis court during PE
approx 70x55mm, multiple grit and dry grass
irrigated, cleaned and removed grit and debris
applied crystacide and covered with adaptic and telfa
fixed with 7cm crepe bandage

18 Jan 11 13:50 Di Nicholson

Advised to keep wound dry for 24hrs
For review and COD dressing tomorrow

18 Jan 11 13:50 Di Nicholson

ACC claim: XXX 2222 SD601 / MW4 & NCON

18 Jan 11 13:51 Di Nicholson

Add a note

Presented with

Dermatology - Abrasion
Delete

(add Presented with)

Treatment

General - Dressing
Delete

(add Treatment)

No Referral data

Add Referral

The case notes can be of unlimited length or you can enter case notes multiple times and build a series of notes in the one event. If you wish to add a new entry on the event, click on the 'Add a note' link.

If you have case notes open but there has been a time delay in typing up notes it is recommended you refresh the screen by clicking on the event history button or the students name to ensure that you are currently logged on. If you type into the case notes and you have been logged out, your notes will not be saved. The system will automatically take you to the Login Home page if you have been timed out; you will need to Log back into Pupil Web.

You can use hot keys to add commonly used phrases to the notes. See page 6 to create your own unique set. The date, time and your electronic signature will be captured each time you click save.

Pupil: Youth Health System	Version Pupil Web
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Chain Daisy
Female 14 yrs 12-Jan-97

Details History Planned Add Event Print

Event history

Date	Event type	Provider	Notes
19 Jan 11	Health Clinic Visit	Nicholson, Di	ACC claim: XXX 2222 SD601 / MVA & NCON --- Advised to keep wound dry for 24hrs For review and COD dressing tomorrow --- deep abrasion to R) knee after falling on tennis court during PE approx 70x55mm, multiple grit and dry grass irrigated, cleaned and removed grit and debris applied crastacide and covered with adaptic and telfa fixed with 7cm crepe bandage
19 Jan 11	Follow up	Evans, Craig	whisper test repeated pass
19 Jan 11	Follow up	Evans, Craig	Incorrect entry of ACC record in notes Case notes deleted --- ACC claim: XXX 2222 SD606 / MVA & NCON
18 Jan 11	Vr Q assessment	Nicholson, Di	

Any deletion or changes to notes will be recorded and will remain in the Event History.

Presented with, Treatment and Referred to

Home Search Event history Add Student Providers Reports Appointments

Chain Daisy
Female 14 yrs 12-Jan-97

Migraine
Medications: Imigran
Allergies: Crayfish - rash

Caregivers:
Mel father
Home ph.: 276 XXXX
Work ph: 897 CCCC
Cell: 021 NNN MMMM
Petal mother
Home ph.: 276 XXXX
Work ph: 579 CCCC
Cell: 021 BBB NNNN

Event details Assessment Risk resiliency Print

Event date: 19-Jan-2011 Start: 1320
Event type: Health Clinic Visit Finish: 1350
Provider: Nicholson, Di Private: #41826
Outcome: Back to class

Case notes

deep abrasion to R) knee after falling on tennis court during PE
approx 70x55mm, multiple grit and dry grass
irrigated, cleaned and removed grit and debris
applied crastacide and covered with adaptic and telfa
fixed with 7cm crepe bandage

18 Jan 11 13:50 Di Nicholson

Advised to keep wound dry for 24hrs
For review and COD dressing tomorrow

Presented with
Dermatology - Abrasion Delete
(add Presented with)

Treatment
General - Dressing Delete
(add Treatment)

No Referral data
Add Referral

You can also click on the drop down boxes for the Presented with, Treatment and Referred to fields and select the appropriate code (multiple entries can be made if required).

Presented With and Treatment categories are maintained by the Pupil Web System Administrators for consistency of data entry and reporting. See Appendix.

Remember that the information recorded in the Presented With, Treatment and Referral categories will fall into your statistics report, so ensure that you are collecting good, relevant information.

Pupil: Youth Health System	Version Pupil Web
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Referrals

'Referred to' categories are set up as Global reporting values which can not be changed – these link to the MOH Reporting Requirements.

The individual health providers used in your setting will have been created by the person with administrator rights in your setting.

Administration Test school

Details
 Event types
 Referred to
 Roll
 Classes
 Users
 Import
 Manual

Referred to categories

Global values (can't be changed)

Referred to
Child Youth and Family
Drugs and alcohol
External Primary Care
External Secondary care
General
Govt organisation
Guidance Counsellor
Internal pastoral
Mental Health
NGO
Onsite health
Oral services
School staff
Sexual Health
Social Workers
Undefined
Visiting Health Professional

Values for your Organisation (can be changed)

Referred to	
Edit ASH	Delete
Edit EDU	Delete
Edit Family Planning	Delete
Edit Lab Tests	Delete
Edit Maori Liaison	Delete
Edit Middlemore	Delete
Edit Own GP	Delete
Edit PHO	Delete
Edit Quitline	Delete
Edit Radius A&E	Delete

Referred to:

Whirinaki

Save Cancel

Referrals that are recorded on the screen will fall into your 'Statistics Report'. If the referrals are being made as part of a Year 9 Assessment the referral must be made against the appropriate response in the HEADSS section to fall into the Yr 9 Assessment Report.

For each referral you will be required to choose both a Category (MOH/ Global) and a Provider (local)

You should:

1. choose the most appropriate category that relates to the students primary presenting concern(s), then
2. the service or provider you are referring to

See appendix for examples.

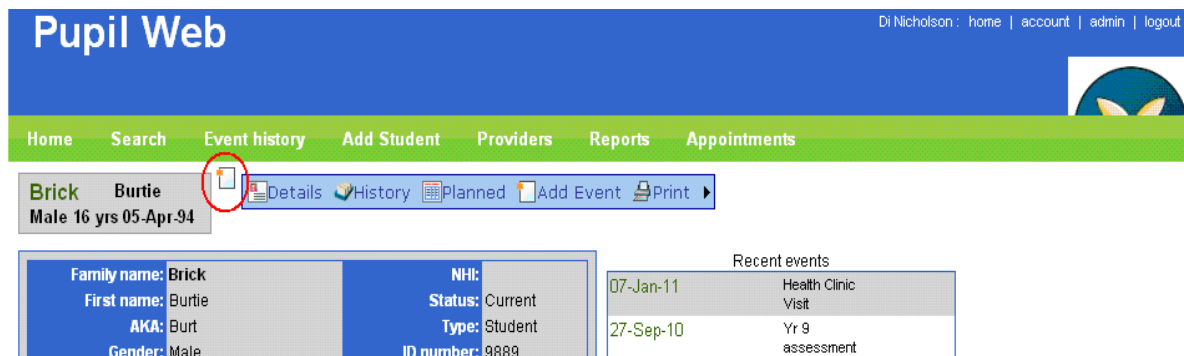


Referrals that relate to the Year 9 Assessment should not be recorded on this page.

Pupil: Youth Health System	Version Pupil Web
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Add Alert

To add an alert click the link on the students' front page.



Pupil Web Di Nicholson: home | account | admin | logout

Home Search **Event history** Add Student Providers Reports Appointments

Brick Burtie
Male 16 yrs 05-Apr-94

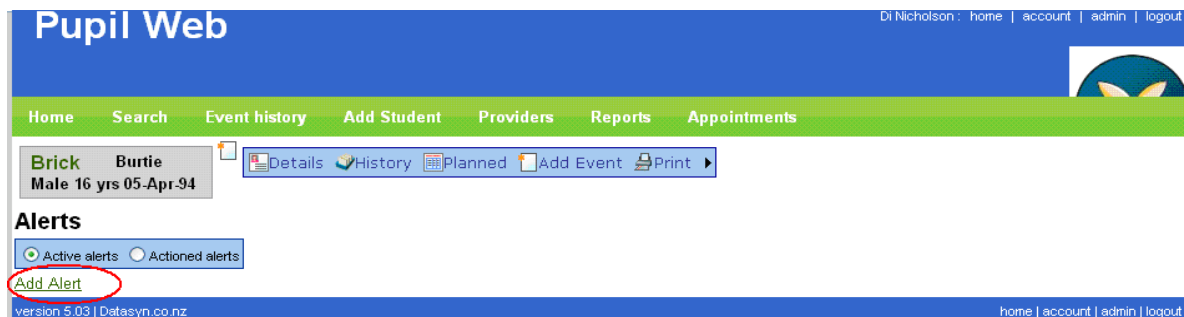
[Details](#) [History](#) [Planned](#) [Add Event](#) [Print](#)

Family name: Brick	NHL:
First name: Burtie	Status: Current
AKA: Burt	Type: Student
Gender: Male	ID number: 9889

Recent events

07-Jan-11	Health Clinic Visit
27-Sep-10	Yr 9 assessment

Brings up the following page



Pupil Web Di Nicholson: home | account | admin | logout

Home Search **Event history** Add Student Providers Reports Appointments

Brick Burtie
Male 16 yrs 05-Apr-94

[Details](#) [History](#) [Planned](#) [Add Event](#) [Print](#)

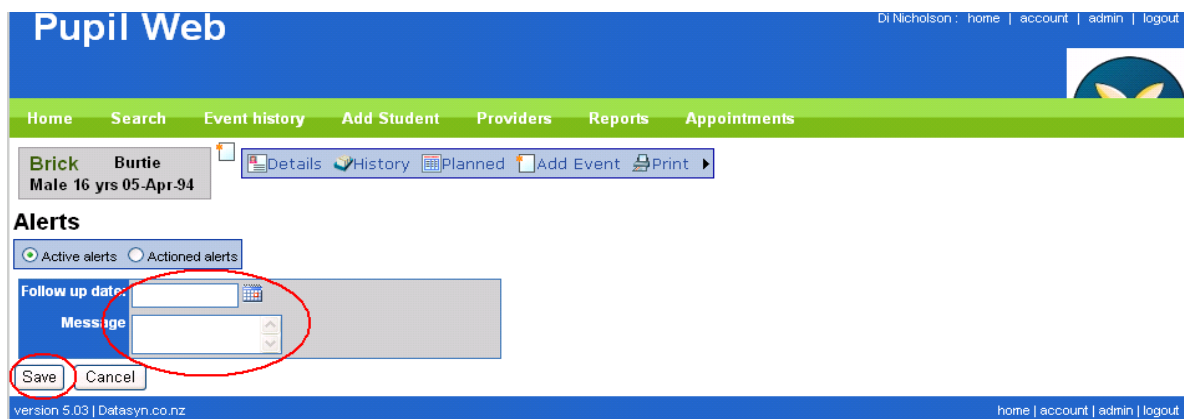
Alerts

☒ Active alerts ☐ Actioned alerts

[Add Alert](#)

version 5.03 | Datasyn.co.nz home | account | admin | logout

Click on the 'Add Alert' link.



Pupil Web Di Nicholson: home | account | admin | logout


Home Search **Event history** Add Student Providers Reports Appointments

Brick Burtie
Male 16 yrs 05-Apr-94

[Details](#) [History](#) [Planned](#) [Add Event](#) [Print](#)

Alerts

☒ Active alerts ☐ Actioned alerts

Follow up date: 

Message:

version 5.03 | Datasyn.co.nz home | account | admin | logout

Click on the calendar icon to create a date and then enter appropriate text in the message field.



Remember to click the button before exiting the alert field.

Pupil: Youth Health System	Version Pupil Web
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YR 9 HEALTH ASSESSMENT

This event type allows you to enter the clinical data captured during the Yr 9 Health Assessment. It provides a space to record consent, height, weight, blood pressure, waist circumference, hearing and vision screening results and referrals, along with the responses to the questions associated with the HEADSS assessment. The ability to record a student's risks and resiliencies is also available. These tabs are only available when you select Yr Assessment as an Event Type.

The 'Assessment' link allows the opportunity to record height, weight, waist circumference and Blood Pressure. The system will automatically calculate the BMI (Body Mass Index).

The system will also identify BP's that fall outside the parameters of 130/90 and these numbers, alongside any subsequent referrals (recorded against the BP, weight referral will fall into your Yr 9 Assessment Report.

Question	Y/N	Number	Free text	Referral	Category	Follow up	Ongoing	Completion Date
Do you have diabetes?								
Do you have heart disease?								
Do you have weight problems?								
Do you have TB?								
Do you have Meningococcal disease?								
Do you have Epilepsy?								
Do you have Rheumatic fever?	Y		has hx of Rh fever - no appt as moved into area. Ref 2 DN	External Primary	Primary health care			
Do you have asthma?								
BMI / weight referral?	Y		interested in Kids in Action programme to reduce BMI	School staff	Nutrition/weight			
Blood pressure referral?	Y		BP elevated on 3 consecutive dates	Own GP	Primary health care			
Do you have any problems with skin concerns?								
Do you have any problems with...								

Pupil: Youth Health System	Version Pupil Web
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Year 9 Tab

It is important to tick the Consent to participate box, as this will be collated in the Yr 9 Assessment Report alongside the year 9 roll and the number of completed assessments. Complete the 'consent date' and 'completed date' fields.

Hearing and Vision

Conduct the Hearing and Vision screens and record the results in the appropriate fields.



Remember to update the tick boxes in the Hearing and Vision fields as appropriate so the information will be included in the Year 9 Assessment Report

NB: In order to capture accurate records of your work if completing Y9 assessments over 2 sessions or more, ensure you enter the information in 2 separate events. Choose a new Health Clinic Visit event for the Physical Assessment (or set up a new event type eg, Yr 9 Physical as this will make the information easier to locate). Document the recordings in the case notes only; otherwise you will double up on your Yr 9 assessment statistics in your Yr 9 Assessment Report.

Choose the Yr 9 Assessment event when completing the HEADSS assessment as this will have the majority of the data attached to the event, and transpose any recordings documented in the previous casenotes.

If you do the physical assessment separately and then overwrite the date and provider, you will lose the original event and it is not best practice regards record keeping and documentation of notes.



Remember to click on Update to save any changes

Pupil: Youth Health System	Version Pupil Web
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HEADSS Assessment

The questions are grouped by section, and can be filtered by clicking on the relevant section.

The questions are formatted to accept yes/no or number responses (to provide accurate reports), together with free text and referrals. Some have a drop down list of choices.

Chain Daisy
Female 14 yrs 12-Jan-97

Migraine
Medications: Imigran
Allergies: Crayfish - rash

Caregivers:
Moi father
Home ph.: 276 XXXX
Work ph: 997 CCCC
Cell: 021 NNN MMMM

Petal mother
Home ph.: 276 XXXX
Work ph: 579 CCCC
Cell: 021 BBB NNNN

Event details Assessment Yr 9 Risk resiliency Print

Consent to participate ☒ Consent date 18-Jan-11 Completed date 18-Jan-11

Test result Follow up Follow up Referral Glasses Funding Glasses
required up rec'd required application rec'd

Vision screening Fail ☒ ☐ ☒ ☐ ☐ ☐

Hearing screening Pass ☐ ☐ ☐ ☐ ☐ ☐ Update

HEADSS Assessment

☒ Healthcare Access ☐ Student health ☐ Education ☐ Drug & Alcohol ☐ Suicide & mood
☐ Family health ☐ Home ☐ Activities ☐ Sexuality

Question	Y/N	Number	Free text	Referral	Category	Follow up	Ongoing	Completion Date
Who do you see when you are sick?	<input type="checkbox"/>		School nurse			<input type="checkbox"/>	<input type="checkbox"/>	
Who is your family doctor?	<input type="checkbox"/>		Manukau Doctors			<input type="checkbox"/>	<input type="checkbox"/>	
Do you see the same doctor?	N <input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	
When was last visit to doctor?	<input type="checkbox"/>		last month with migraine			<input type="checkbox"/>	<input type="checkbox"/>	
Are there any barriers to accessing health care? If yes, what are they?	U <input type="checkbox"/>		sometimes it is hard to get to dr with parents working			<input type="checkbox"/>	<input type="checkbox"/>	
Do you see a dentist? If yes, when was last visit?	U <input type="checkbox"/>		only to school clinic			<input type="checkbox"/>	<input type="checkbox"/>	
Do you have any illness you see a doctor	Y <input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	



Remember to click the 'Update responses' button at the end of the page

Any referrals must be made against the appropriate response in the HEADSS section to fall into the Yr 9 Assessment Report. Providers will have been added by your site administrator.

For each referral you will be required to choose both a Category (MOH/ Global) and a Provider (local).

You should:

1. choose the most appropriate category that relates to the students primary presenting concern(s), then
2. the service or provider you are referring to

See appendix for examples.



Referrals that relate to the Year 9 Assessment must be recorded against a question in the HEADSS assessment.

Pupil: Youth Health System	Version Pupil Web
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Risk and Resiliency Tab

Tick the appropriate responses and click the Update Risk and Resiliency button for the risk and resiliency score to be generated. The scores attributed to each risk and resiliency within the database has been developed in consultation with Dr Richard MacKenzie (Society Adolescent Specialists in America) and should not be adjusted.

[Home](#)
[Search](#)
[Event history](#)
[Add Student](#)
[Providers](#)
[Reports](#)
[Appointments](#)

Chain Daisy
Female 14 yrs 12-Jan-97

[Event details](#)
[Assessment](#)
[Yr 9](#)
[Risk resiliency](#)
[Print](#)

Migraine
Medications: Imigran
Allergies: Crayfish - rash

Caregivers:
Mel
father
Home ph.: 276 XXXX
Work ph: 897 CCCC
Cell: 021 NNN MMMM

Petal
mother
Home ph.: 276 XXXX
Work ph: 579 CCCC
Cell: 021 BBB NNNN

Risk	Response	Weighting
Have you been to more than three schools in the past 2 years	<input checked="" type="checkbox"/>	5
Reside in under decile three area.	<input checked="" type="checkbox"/>	2
Low mood, depressive disorder	<input checked="" type="checkbox"/>	8
School failure, e.g. academic failure, absenteeism, behaviour	<input checked="" type="checkbox"/>	6
Substance abuse/alcohol	<input type="checkbox"/>	0
Non-hetrosexual orientation	<input type="checkbox"/>	0
Sexual abuse	<input type="checkbox"/>	0
Sexually active	<input type="checkbox"/>	0
Felt anxious	<input checked="" type="checkbox"/>	1
Friends/family who have suicided	<input type="checkbox"/>	0
Witnessing or exposed to family violence	<input type="checkbox"/>	0
Parent with a mental illness or in prison	<input type="checkbox"/>	0
Subjected to physical abuse	<input type="checkbox"/>	0
Unable to identify parent or significant adult that cares a lot	<input type="checkbox"/>	0
Risks:		22

Resiliency	Response	Weighting
At least one parent or significant other adult who cares a lot about them.	<input checked="" type="checkbox"/>	8
Close to at least one parent or significant other.	<input type="checkbox"/>	0
Each week gets to spend enough time with at least one parent (or persons acting as a parent)	<input type="checkbox"/>	0
Other family members care a lot about them	<input checked="" type="checkbox"/>	6
Feel safe at school	<input type="checkbox"/>	0
Feel part of school	<input type="checkbox"/>	0
Feel teachers are fair	<input checked="" type="checkbox"/>	9
Sexually safe	<input type="checkbox"/>	0
Feel that adults at school care about them	<input checked="" type="checkbox"/>	6
Feel safe in their neighbourhood	<input type="checkbox"/>	0
Feel hopes for the future	<input type="checkbox"/>	0
Involvement in dominant culture	<input checked="" type="checkbox"/>	5
Involvement in sport, church, youth group	<input checked="" type="checkbox"/>	7
Do you feel confident saying no.	<input type="checkbox"/>	0
Resiliency:		41

Update Risk and Resiliency

Pupil: Youth Health System	Version Pupil Web
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APPOINTMENTS

Select 'Appointments' from the menu bar.

Filter from the drop down box the appropriate date range, (Last 12 months, Last 6 months, Last month, Today, Next week, Next month, Next 3 months or Next 6 months).

Home Search Event history Add Student Appointments Add Schedule Reports Providers

Clinic appointments View Weekly

Filter by: Next week for Test school

Planned date	Event type	Provider
24 Jan 11	Smoking Cessation	Nicholson, Di
25 Jan 11	Smoking Cessation	Nicholson, Di
26 Jan 11	Smoking Cessation	Nicholson, Di
27 Jan 11	Smoking Cessation	Nicholson, Di
28 Jan 11	Smoking Cessation	Nicholson, Di
31 Jan 11	Smoking Cessation	Nicholson, Di

Select on the Appointment row to show scheduled and available times for the clinic on the right hand side of the screen. Click on 'Edit' to produce the drop down box with student names.

Home Search Event history Add Student Appointments Add Schedule Reports Providers

Clinic appointments View Weekly

Filter by: Next week for Test school

Planned date	Event type	Provider
24 Jan 11	Smoking Cessation	Nicholson, Di
25 Jan 11	Smoking Cessation	Nicholson, Di
26 Jan 11	Smoking Cessation	Nicholson, Di
27 Jan 11	Smoking Cessation	Nicholson, Di
28 Jan 11	Smoking Cessation	Nicholson, Di
31 Jan 11	Smoking Cessation	Nicholson, Di

24 Jan 11 Smoking Cessation

Convert 7:00 8:00 a.m. a.m.
to
Event

Convert 8:00 9:00 a.m. a.m.
to
Event

Convert 9:00 10:00 a.m. a.m.
to
event

Convert 10:00 11:00 a.m. a.m.
to
Event

Convert 11:00 12:00 p.m. p.m.
to
Event

Providers

Status	Notes
Edit Planned	Delete
Edit Planned	Delete
Update Cancel Planned	Delete
Edit Planned	for quit card Delete
Edit Planned	Delete

Allocate students to a time by selecting on the student field and then click on the Update. The student Status will then read 'Planned'.

You can select 'Convert to Event' at this time and a new event will be appear for that student.

Home Search Event history Add Student Appointments Add Schedule Reports Providers

Clinic appointments View Weekly

Filter by: Next week for Test school

Planned date	Event type	Provider
25 Jan 11	Follow up	Dawson, Dianne
25 Jan 11	Smoking Cessation	Nicholson, Di
26 Jan 11	Smoking Cessation	Nicholson, Di
27 Jan 11	Smoking Cessation	Nicholson, Di
28 Jan 11	Smoking Cessation	Nicholson, Di
31 Jan 11	Smoking Cessation	Nicholson, Di
01 Feb 11	Smoking Cessation	Nicholson, Di

Add Clinic

25 Jan 11 Smoking Cessation

Person	Status	Notes
Convert to Event 7:00 a.m. 8:00 a.m.	Edit Planned	Delete
Convert to Event 8:00 a.m. 9:00 a.m.	Edit Planned	Delete
Convert to Event 9:00 a.m. 10:00 a.m.	Edit Planned	Delete
Go to Event 10:00 a.m. 11:00 a.m. JONES, Joan	Edit Attended	Delete
Convert to Event 11:00 a.m. 12:00 p.m.	Edit Planned	Delete
Convert to Event 12:00 p.m. 1:00 p.m.	Edit Planned	Delete
Convert to Event 1:00 p.m. 2:00 p.m.	Edit Planned	Delete
Convert to Event 2:00 p.m. 3:00 p.m.	Edit Planned	Delete
Convert to Event 3:00 p.m. 4:00 p.m.	Edit Planned	Delete
Convert to Event 4:00 p.m. 5:00 p.m.	Edit Planned	Delete
Convert to Event 5:00 p.m. 6:00 p.m.	Edit Planned	Delete

Add appointment

Once the event has been completed, the status will change to 'Attended'.

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Creating Schedules

Under Appointments on the Home page, or by selecting 'Appointments' on the Menu bar.



then 'Add Schedule'.

Once created, you can work with the schedules using the 'Appointments' main menu choice.

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REPORTS

Reports are available from the Main Menu, or via the Print buttons on the home page. Select the time frame and desired report option.

Test school ▼

From: 01 Sep 10 To: 21 Jan 11

Formatted reports

- Daily reports**
 - Daily report
 - Daily summary
 - Planned events
 - Timeline
- Statistic reports**
 - By Provider
 - Summary
 - Summary charts
- Year 9**
 - Term report

Ad hoc reports - export to Excel

- Monitoring**
 - BMI
 - Current students by year
 - Number of events
 - Number of events by year
 - Referrals from events
 - Referral Category from Events
 - Referrals from events by year
 - Referral Category from events by year
- Detailed data**
 - BMI & blood pressure
 - Case notes
 - Chronic conditions
 - Hearing screen tests
 - Hearing screen test treatments

There are various reports available under each report type.

Daily reports

Daily report – lists Event types by provider. NB Confidentiality maybe compromised eg list students under Sexual health clinic

Daily summary – lists names of those seen in clinic in chronological order and the outcome. This list is preferable if you are required to submit a list to the school staff.

Planned events – lists any booked appointments

Timeline – creates a line graph of events by time of day, day of week and day/month to visualise trends

Statistics reports

By Provider

Summary

Summary Charts

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Year 9

Term report – select the dates, then the Year 9 Report option to display your current report. You can choose to print or export to an Excel, PDF or Word document.

Test school
Term report
From: 03-Oct-10 To: 26-Jan-11

1. Number of Assessments

	Roll	Assessments Completed	Consented	Refused	Remaining
Term		5	5	0	
YTD	359	9	9	0	



By saving to a Word document, you can save any changes necessary. For example, you may wish to change the title of this report to reflect the students you are assessing more accurately if you are working in an Alternative Education setting.

It is advised to save each report individually in a specially designated folder for the appropriate report eg 2011_Quarterly Report_Term 1.doc. Once you have saved all the files they can then be added to end of your narrative or attached to an email.

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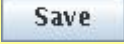
Print

The opportunity to print a variety of templates is available by selecting the appropriate link within a number of screens. The options available are:

- ✓ Referral
- ✓ Accident notification
- ✓ GP letter
- ✓ Letter to caregiver
- ✓ Create mail merge file

The main body of the case notes will be transferred to the relevant print template. The information is then transferred to an Untitled web page. By using the 'Export' icon to select an Excel, PDF or Word document. Selecting Excel or Word will allow you to edit your document.



Remember to click the  button if you wish to keep a copy of the document.

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GENERAL – Family health

HEADSS Assessment

- ☐ Healthcare Access
 ☐ Student health
 ☐ Education
 ☐ Drug & Alcohol
 ☐ Suicide & mood
☒ Family health
 ☐ Home
 ☐ Activities
 ☐ Sexuality

Question	Y/N	Number	Free text	Referral	Category	Follow up	Ongoing	Completion Date
Does anyone in your family have diabetes?	<input checked="" type="radio"/> Y		gran does				<input type="checkbox"/>	
Does anyone in your family have heart disease?	<input checked="" type="radio"/> Y		gran				<input type="checkbox"/>	
Does anyone in your family have weight problems?	<input checked="" type="radio"/> Y		parents				<input type="checkbox"/>	
Does anyone in your family have TB?	<input type="radio"/>						<input type="checkbox"/>	
Does anyone in your family have Meningococcal disease?	<input type="radio"/>						<input type="checkbox"/>	
Does anyone in your family have Epilepsy?	<input type="radio"/>						<input type="checkbox"/>	
Does anyone in your family have Rheumatic fever?	<input type="radio"/>						<input type="checkbox"/>	
Does anyone in your family have asthma?	<input checked="" type="radio"/> Y		younger sister				<input type="checkbox"/>	

GENERAL – Student health

HEADSS Assessment

- ☐ Healthcare Access
 ☒ Student health
 ☐ Education
 ☐ Drug & Alcohol
 ☐ Suicide & mood
☐ Family health
 ☐ Home
 ☐ Activities
 ☐ Sexuality

Question	Y/N	Number	Free text	Referral	Category	Follow up	Ongoing	Completion Date
Do you have diabetes?	<input type="radio"/>						<input type="checkbox"/>	
Do you have heart disease?	<input type="radio"/>						<input type="checkbox"/>	
Do you have weight problems?	<input type="radio"/>						<input type="checkbox"/>	
Do you have TB?	<input type="radio"/>						<input type="checkbox"/>	
Do you have Meningococcal disease?	<input type="radio"/>						<input type="checkbox"/>	
Do you have Epilepsy?	<input type="radio"/>						<input type="checkbox"/>	
Do you have Rheumatic fever?	<input checked="" type="radio"/> Y		has hx of Rh fever - no appt as moved into area. Ref 2 DN	External Primary	Primary health care		<input type="checkbox"/>	
Do you have asthma?	<input type="radio"/>						<input type="checkbox"/>	
BMI / weight referral ?	<input checked="" type="radio"/> Y		interested in Kids in Action programme to reduce BMI	School staff	Nutrition/weight		<input type="checkbox"/>	
Blood pressure referral ?	<input checked="" type="radio"/> Y		BP elevated on 3 consecutive dates	Own GP	Primary health care		<input type="checkbox"/>	
Do you have any problems with skin concerns?	<input type="radio"/>						<input type="checkbox"/>	
Do you have any problems with	<input type="radio"/>						<input type="checkbox"/>	

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HOME

HEADSS Assessment

☐ Healthcare Access
 ☐ Student health
 ☐ Education
 ☐ Drug & Alcohol
 ☐ Suicide & mood
 ☒ Family health
 ☒ Home
 ☐ Activities
 ☐ Sexuality

Question Y/N	Number	Free text	Referral	Category	Follow up	Ongoing	Completion Date
Who do you live with?	<input type="text"/>	family - parents, gran, siblings & cousins	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
No. of adults	3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
No. of children?	7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Who can you count on to be there for you?	<input type="text"/>	gran, but she is often unwell and in hospital	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Do you feel safe at home?	N	not when uncle visits drunk	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Do you get bullied at home?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
How do you feel most of the time at home? (1 - 10 scale)	2	I don't like it at home and want to leave	Social Workers	School social worker.	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Update responses

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EDUCATION

HEADSS Assessment

☐ Healthcare Access
 ☐ Student health
 ☒ Education
 ☐ Drug & Alcohol
 ☐ Suicide & mood
☐ Family health
 ☐ Home
 ☐ Activities
 ☐ Sexuality

Question	Y/N	Number	Free text	Referral	Category	Follow up	Ongoing	Completion Date
Did you want to come to this school?	N						<input type="checkbox"/>	
Do you feel safe at this school?							<input type="checkbox"/>	
Do you get bullied at school?	Y		Hx of bullying at previous school - frequent absences	Guidance Couns	Mental health		<input type="checkbox"/>	
Who can you count to be there for you?							<input type="checkbox"/>	
Education - likes - subjects/teachers/friends							<input type="checkbox"/>	
How do you feel most of the time at school? (1 - 10 scale)		3	grandma living at home and unwell - often caring for her	Social Workers	School social worker .		<input type="checkbox"/>	

Update responses

ACTIVITIES

HEADSS Assessment

☐ Healthcare Access
 ☐ Student health
 ☐ Education
 ☐ Drug & Alcohol
 ☐ Suicide & mood
☐ Family health
 ☐ Home
 ☒ Activities
 ☐ Sexuality

Question	Y/N	Number	Free text	Referral	Category	Follow up	Ongoing	Completion Date
Participate in school based activities ?	N						<input type="checkbox"/>	
Are you involved in Church, etc	N						<input type="checkbox"/>	
How much time do you get to do what you want to do each week?	U						<input type="checkbox"/>	
What do you do with this time?							<input type="checkbox"/>	
What are your interests?			hang with mates				<input type="checkbox"/>	
What do you do for fun?			drink with my mates				<input type="checkbox"/>	
How much influence do your friends have over you?			I do what they do				<input type="checkbox"/>	

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DRUGS

HEADSS Assessment

- ☐ Healthcare Access
 ☐ Student health
 ☐ Education
 ☒ Drug & Alcohol
 ☐ Suicide & mood
☐ Family health
 ☐ Home
 ☐ Activities
 ☐ Sexuality

Question	Y/N	Number	Free text	Referral	Category	Follow up	Ongoing	Completion Date
Do you smoke?	Y		smoking 10 cig a day for 2 years. wants to quit	School staff	Smoking	Quitline	<input checked="" type="checkbox"/>	
What do you smoke?			taylor mades				<input type="checkbox"/>	
Do you drink alcohol?	Y		get wasted most weekends	Drugs and alcoh	Drug and alcohol		<input type="checkbox"/>	
Do you use alcohol to fit in?	Y						<input type="checkbox"/>	
Do you take drugs?	N						<input type="checkbox"/>	
Do you ever take drugs to 'fit in'?	N						<input type="checkbox"/>	
Have you ever felt unsafe around people under influence?	Y		Uncle often visits home totally drunk & is violent	Social Workers	School social worker.		<input type="checkbox"/>	
Have you driven a car							<input type="checkbox"/>	

SEXUALITY

HEADSS Assessment

- ☐ Healthcare Access
 ☐ Student health
 ☐ Education
 ☐ Drug & Alcohol
 ☐ Suicide & mood
☐ Family health
 ☐ Home
 ☐ Activities
 ☒ Sexuality

Question	Y/N	Number	Free text	Referral	Category	Follow up	Ongoing	Completion Date
Are you in a relationship?	Y		sexually active, 4 partners, no preg or STI protection	Family Planning	Sexual health		<input type="checkbox"/>	
What does safe sex mean to you?	U						<input type="checkbox"/>	
Who would you talk to about sex?	U		is now aware can come to health centre, given list of				<input type="checkbox"/>	

Update responses

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SUICIDALITY

HEADSS Assessment

☐ Healthcare Access
 ☐ Student health
 ☐ Education
 ☐ Drug & Alcohol
 ☒ Suicide & mood
☐ Family health
 ☐ Home
 ☐ Activities
 ☐ Sexuality

Question	Y/N	Number	Free text	Referral	Category	Follow up	Ongoing	Completion Date
How is life going for you?	<input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="checkbox"/>	<input type="text"/>
How would you describe yourself?	<input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="checkbox"/>	<input type="text"/>
Who could you talk about the things that worry you?	N <input type="button" value="v"/>	<input type="text"/>	no one	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="checkbox"/>	<input type="text"/>
Have you ever thought of harming yourself?	Y <input type="button" value="v"/>	<input type="text"/>	often	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="checkbox"/>	<input type="text"/>
Have you recently thought of harming yourself?	Y <input type="button" value="v"/>	<input type="text"/>	has a plan to harm self - see notes	Mental Health <input type="button" value="v"/>	Mental health <input type="button" value="v"/>	<input type="button" value="v"/>	<input type="checkbox"/>	<input type="text"/>
Have you ever attempted to hurt yourself?	Y <input type="button" value="v"/>	<input type="text"/>	sometimes cuts	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="checkbox"/>	<input type="text"/>
Does anyone in your family have a mental disorder?	Y <input type="button" value="v"/>	<input type="text"/>	grandfather ? has bipolar disorder	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="checkbox"/>	<input type="text"/>
Have you ever thought that you might have a mental disorder?	<input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="checkbox"/>	<input type="text"/>
Has anyone	<input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="checkbox"/>	<input type="text"/>

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Pupil

Keeping an eye on youth health...

Presented with

as at 7 Oct 2010

Accident	Burn Contusion with intact ski Crush Injury / amputation Dislocation Foreign Body in eye Foreign Body in skin Fracture - lower limb Fracture - neck and trunk Fracture - upper limb Fracture skull Minor Head Injury Miscellaneous Open wound of head/neck/trunk Open wound of lower limb Open wound of upper limb Sprain / Strain	Allergy	Allergic conjunctivitis Anaphylaxis Eczema Hayfever Localised skin reaction Systemic reaction
Cardiac	Cardiac symptoms Cyanosis Hypertension Hypotension Rheumatic Fever	Care and Protection	Child / young person@ risk Non accidental injury to child

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Dental	Broken tooth Loss of teeth due to accident Orthodontic pain Routine Check Up Toothache	Dermatology	Abrasion Acne Blister Boils Burn C/o rash Contusion Infection (skin) Insect Bites Laceration Miscellaneous Nail infection/ingrown/injury Removal of sutures Sunburn Tattoos/ piercings Wart/verruca
Drugs and Alcohol	Drunk Hangover Overdose Stoned Suspicion of use	Endocrinology	Diabetes mellitus monitoring Hyperglycaemia Hypoglycaemia Hypoglycaemic coma
Gastroenterology	Abdominal pain Constipation Diarrhoea Indigestion Nausea Vomiting	Growth and development	Child Adolescent Adult
Gynaecology	Dysmenorrhoea Genitourinary symptoms Menstrual	Health Promotion	Alcohol education Breast feeding education Drugs education Health education National campaign Nutrition education Parenting education Routine immunisation Self cares education Smoking education

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Incidents	Assault Fight	Infectious Diseases	Childhood illness Glandular fever TB
Mental Health	ADHD/ADD Behavioural concern Emotional concern Self Harm Stress related concern Suicidal ideation	Miscellaneous	Bereavement Head lice Non medical Post op cares Updating health info/query
Musculoskeletal	Backpain Chronic condition Muscle pain Skeletal pain Stiff neck	Neurology	Collapse Dizziness / felt faint Epilepsy Headache Seizure Tingling/numbness
Non Specific	Lethargy	Nutrition	Eating Disorders Food/fluids Weight control discussion/support
Obstetric	Antenatal care Postnatal care Post TOP care Pregnancy Advice/options TOP referral	Ophthalmology	Eye infection Eye symptoms Visual Testing

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ORL	Earache Head cold Hearing screen Hearing symptoms Mouth infection Mouth injury Nasal symptoms Nose Bleed Sore Throat	Renal	Chronic conditions Urinary Symptoms
Respiratory	Asthma Chronic condition Flu like symptoms Hyperventilation Pain SOB URTI	Sexual Health	Contraception Contraception Education Decision Making/Relationships Puberty Sexual Abuse/assault Sexuality/identity/orientation STI symptoms UPSI
Year 9 assessment	BP recheck Drug and alcohol follow up General follow up Hearing follow up Initial assessment Mental health follow up Nutrition follow up Reweigh Sexual health follow up Vision follow up	Social concerns	Accommodation Financial Whanau Support

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Treatments

GENERAL	ACC Claim Administer prescription medications Administer standing orders meds Advised to see GP Advocate Ambulance Analgesia Appointment time made Bandage/ strapping/ tubigrip Bathroom visit Blood glucose testing Bloods Breathing coaching Case management plan Communication – email Communication – phone Communication – fax Communication other health provider Complaints/ Incident form Contacted Family CYFS notification Data entry only Debriefing Dental Discussed at pastoral care District Nurse Dressing Education: discussion and advice Equipment lent Eyepad Eye irrigation Family Group Conference Feminine supplies Food Given Health/ HEADSS assessment Hearing Screen Heat treatment	Height/weight recording Ice pack Left without treatment Letter home Natural remedy Non medical assistance Notification teaching staff Observations /recordings OSH notification OTC meds Other Peakflow recording Prescription given Referral made Referral GC Referral SW Removal foreign body Rested In Clinic RICE Seen by visiting practitioner Self administered meds Sent Home Sling/splint Smoking-A, B and C Smoking-ASK Smoking-BRIEF ADVICE Smoking-CESSATION SUPPORT Steristrips Taken to GP Topical cream Transported Urinalysis Vision Screening Vital signs Water
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SEXUAL HEALTH	Antenatal cares Contraception Post TOP cares Pregnancy Testing Self obtained swabs STI - bloods STI – swabs STI treatment STI - urine	SOCIAL WORKER
		Assistance with documents Attend/participate Case closure Complaints/incident officer Documents posted
Referred to **(categories)	Child Youth and Family Drugs and alcohol Guidance Counsellor Hearing Mental Health Nutrition/Weight Oral health Other referrals Primary Health Care School Social Worker / community Sexual Health Smoking Vision	Outcome / sent to
		A and M Clinic Ambulance Back to class Local hospital Not entered Sent home Stayed in H/C until end of day Transported home To Guidance Counsellor To Deans To Senior Management To outside appointment

**** Referral categories should not be adjusted as they represent the reporting requirements as requested by the Ministry of Health.**

You should:

1. choose the category that relates to the students primary presenting concern(s), then
2. the service or provider you are referring to

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<div> Presented with Accident - Fracture - lower limb Delete <input type="text" value="(add Presented with)"/> </div> <div> Treatment General - Ambulance Delete General - Observations /recordings Delete <input type="text" value="(add Treatment)"/> </div> <div> <input type="text" value="No Referral data"/> </div> <div> <div> Add Referral: <input type="text" value="Middlemore"/> Category: <input type="text" value="Other referrals"/> Ongoing: <input type="checkbox"/> Completion date: <input type="text"/> Link to Referral person </div> <div> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </div> </div>	<div> Presented with Sexual Health - Contraception Delete <input type="text" value="(add Presented with)"/> </div> <div> Treatment General - Advised to see GP Delete <input type="text" value="(add Treatment)"/> </div> <div> <input type="text" value="No Referral data"/> </div> <div> <div> Add Referral: <input type="text" value="Own GP"/> Category: <input type="text" value="Sexual health"/> Ongoing: <input type="checkbox"/> Completion date: <input type="text"/> Link to Referral person </div> <div> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </div> </div>
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<div> Presented with Incidents - Assault Delete <input type="text" value="(add Presented with)"/> </div> <div> Treatment General - Ice pack Delete <input type="text" value="(add Treatment)"/> </div> <div> <input type="text" value="No Referral data"/> </div> <div> <div> Add Referral: <input type="text" value="Guidance Counsellor"/> </div> <div> Category: <input type="text" value="Guidance counsellors"/> </div> <div> Ongoing: <input type="checkbox"/> </div> <div> Completion date: <input type="text"/> </div> <div> Link to Referral person </div> <div> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </div> </div> <p>'Guidance Counsellor', 'Social Worker' and 'Child Youth & Family' may all end up with the category and the referral provider the same</p>	<div> Presented with Cardiac - Hypertension Delete <input type="text" value="(add Presented with)"/> </div> <div> Treatment General - Observations /recordings Delete <input type="text" value="(add Treatment)"/> </div> <div> <input type="text" value="No Referral data"/> </div> <div> <div> Add Referral: <input type="text" value="Visiting Health Professional"/> </div> <div> Category: <input type="text" value="Primary health care"/> </div> <div> Ongoing: <input type="checkbox"/> </div> <div> Completion date: <input type="text"/> </div> <div> Link to Referral person </div> <div> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </div> </div>
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