



# How to Record Applicant Medical Information

## Applicable to SIMS .net version

7.88 onwards.

## Permissions required

You will need to be a member of the Admissions Officer User Group in System Manager to record/edit applicant medical information.

Please see your System Administrator/Manager if you are not sure whether you have the required Permissions.

## Introduction

This help sheet describes how to add medical information to an applicant record including medical notes, conditions and events. This enables a record to be kept of any known conditions/ailments, medical practice contact details and any prescribed medication or past immunisations.

A range of other help sheets are available to assist with the completion of all other applicant related data – please enter **ADMISSHS** in the **Site Search** field of our SupportNet website (<http://support.capites.co.uk>) to see a full list.

Many of the values that can be selected from the various drop-down lists can be edited by changing either the Medical Conditions or Medical Event Type lookups (via **Tools | Lookups | Maintain**). This allows the values to those more commonly occurring in your school to be amended. For more information, please see the *How to Maintain Lookups help sheet* (SupportNet Resource Number 10588).

It is assumed that an applicant record has been created and added basic and registration information has been entered as described in the *How to Record Applicant Basic and Registration Information help sheet* (SupportNet Resource Number 12040).

## Adding medical information

1. Select **Focus | Admission | Application** to display the **Find Application** browser.

Name	Date Of B...	Gen...	Application Status	Intake	Admission Group
Smith, John	01/04/2002	Male	Applied	2007/2008 - Autumn - R	2007 - Autumn - R
Smith, Mary	01/03/2003	Female	Offered	2007/2008 - Autumn - R	2007 - Autumn - R

2. Search for and then select the required applicant. The **Application** page is displayed.
3. Click the **Medical** hyperlink to display the **Medical Details** panel.

**Medical Details**

Emergency Consent  Dietary Needs

NHS Number

Artificial colouring allergy  
 **Gluten free**  
 Halal  
 Kosher foods only  
 No dairy produce  
 No nuts of any type/quantity

Medical Practice	Medical Practice	Address	Telephone No.

Medical Notes	Attachment	Summary
	To be obtained from previous school	Asthmatic - restricted physical educati...

Medical Conditions	Description	Information Received On
	Asthma	10/01/2007

Medical Events	Description	Type	Date	Follow Up
	Medical Inspection	Medical Inspecti...	14/02/2007	

4. Select the **Emergency Consent** check box if the school has obtained consent to act in the event of an emergency.
5. Choose any **Dietary Needs** by selecting the appropriate check boxes in the scrollable list, e.g. **Gluten Free**.
6. Enter the **NHS Number** if known.

### Adding a medical practice

1. Click the **new** button adjacent to the **Medical Practice** panel to open the **Agency** browser.

**Add Medical Practice for: Clint Brocklehurst**

**Browse Agency**

Agency Name:  Town:  Postcode:  Agency Type:

Agency Name	Agency Address	Contact Number	Postcode
Little Park Surgery	Greaves Lane, Bedford	751699	

**Agency Details**

1 Basic Details 2 Agency-Student Link 3 Addresses 4 Contact Information 5 Agents 6 Notes and Documents

**1 Basic Details**

Agency Name

Agency Type

**2 Agency-Student Link**

Relationship Type

Start Date

OK Cancel

Records found: 1

2. To check if the medical practice already exists, enter required search parameters then click the **Search** button. If found, double-click the required medical practice to select them. If the medical practice does not already exist, click the **New** button to add them as described in the *How to Add an Agency (e.g. the Education Welfare Service) help sheet* (SupportNet Resource Number 10875).
3. Once the required medical practice has been selected or added, click the **Save** button then the **OK** button to add them to the selected pupil/student record.

## Adding medical notes

Medical notes are used to add additional medical information to the applicant record. They can be added directly in the **Medical Note** panel, or they can be notes attached to a **Medical Condition** or a **Medical Event**. It is possible, for example, to add information about medication required for a specific medical condition or about exercise that should not be undertaken, e.g. **should not go swimming**.

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*NOTE: Medical notes attached to medical events or conditions will appear in the **Medical Note** panel once the record has been saved.*

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1. Click the **New** button adjacent to the **Medical Notes** panel to open the **Add Note/Document** dialog.

The **Type** field will already be populated with **Student Medical Note**.

2. Enter a brief **Summary** describing the content of the note e.g. **Asthmatic – restricted physical education**.
3. Complete the **Note** field if required to provide additional detail as shown in the previous example.
4. To ensure that the note cannot be edited, select the **Read Only** check box.
5. It is also possible to attach a document (or any file) to the medical note such as a document on chicken pox or a letter from the child's parents. For more information, please see the *How to Add Notes/Attach Documents help sheet* (SupportNet Resource Number 9076).
6. Click the **OK** button to save the medical note.

## Adding medical conditions

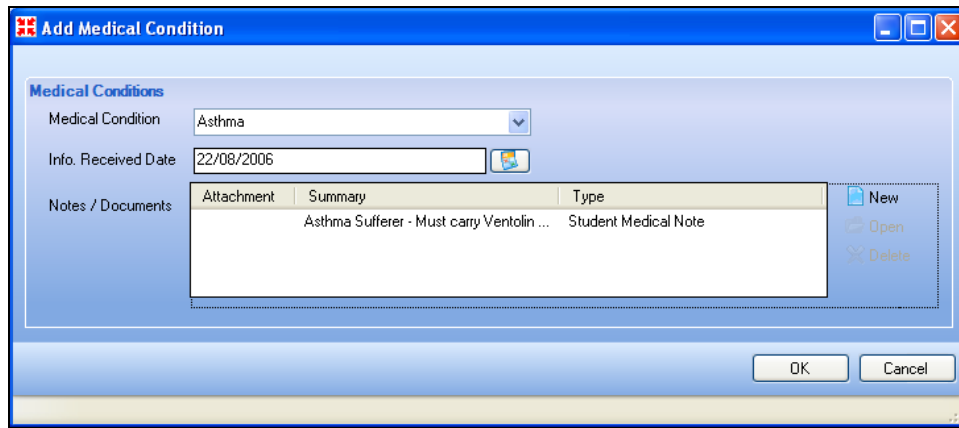
This section should be used to record information on any known medical condition, such as asthma, epilepsy, etc.

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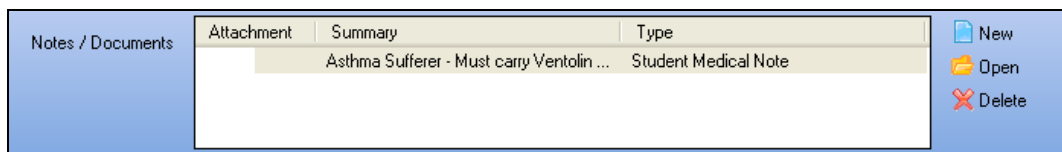
*NOTE: It is possible to amend the values that appear in the **Medical Condition** drop-down list via **Tools I Lookups I Maintain**. This allows the values to be edited to those more commonly occurring in your school. For more information, please see the *How to Maintain Lookups help sheet* (SupportNet Resource Number 10588).*

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1. Click the **New** button adjacent to the **Medical Conditions** panel to open the **Add Medical Condition** dialog.



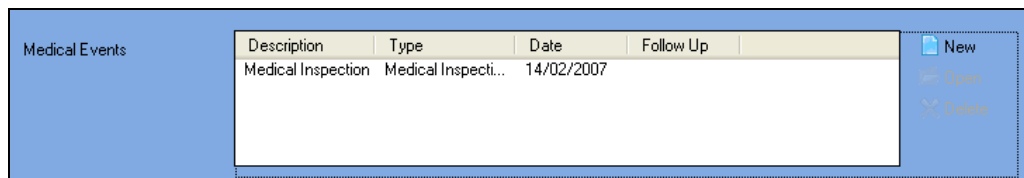
2. Select the required **Medical Condition** (mandatory) from the drop-down list, such as eczema.
3. Enter the **Info. Received Date** (mandatory) or click on the **Calendar** button and select the required date.



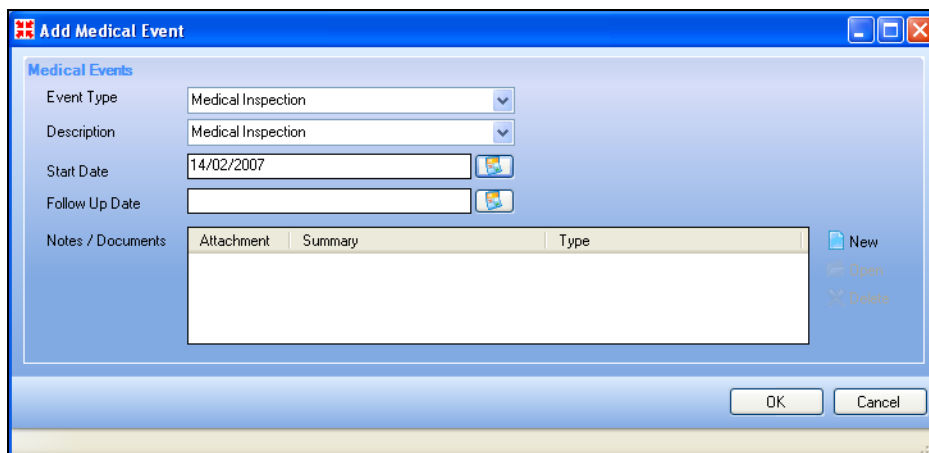
4. If required, further detail can be provided by adding a medical note to the condition such as information on medication relating to the condition (as shown in the previous graphic). To add a medical note to a medical condition, click the **New** button adjacent to the **Notes/Documents** panel to open the **Add Note/Document** dialog. Follow the instructions for adding a medical note as described in Adding medical notes on page 3.
5. Click the **OK** button to save the medical condition.

## Adding medical events

This section is used to record medical events such as immunisations, accidents, illnesses suffered, etc. Recording medical events can be used as an alternative to manually recording such events in an Accident Book.



1. Click the **New** button adjacent to the **Medical Events** panel to open the **Add Medical Event** dialog.



2. Select the **Event Type** (mandatory) from the drop-down such as **Immunisation, Accident, Illness** or **Medical Inspection**.
3. Select an appropriate **Description** (mandatory) that relates to the **Event Type** as required.

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*NOTE: The options in the **Description** drop-down list change according to the **Event Type** selected.*

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4. Enter the **Start Date** of the event or click on the **Calendar** button and select the required date.
5. Enter any **Follow Up Date** if for example, a booster is required.
6. If required, further detail can be provided by adding a medical note to the event. In the previous example, a medical note is attached providing more details of the accident and the action that was taken. To add a medical note to a medical event, click the **New** button adjacent to the **Notes/Documents** panel to open the **Add Note/Document** dialog. Follow the instructions for adding a medical note as described in Adding medical notes on page 3.

### For more information, please refer to:

- *Managing Pupil/Students in SIMS .net handbook* (double-click **Managing Pupils** on the **Documentation shortcuts** panel in SIMS .net).
- A range of admissions help sheets has been produced including all help sheets relating to the completion of applicant information. Please enter **ADMISSHS** in the **Site Search** field of SupportNet to see a full list.

For access to all available help sheets, please click **Documentation** on the SupportNet home page (<http://support.capitaes.co.uk>), then select **Help Sheets** from the **Categories** drop-down list.

### Training courses

For information on training courses, please contact your SIMS Support Provider.

### Providing feedback on this help sheet

If you have any suggestions or comments about this or any of our other help sheets, please email [helpsheets@capita.co.uk](mailto:helpsheets@capita.co.uk).

### Help sheet revision history

Doc. Version	Change Description	Date
1104-001	Initial Release	19/02/07