



6 June 2014

Dear Parents,

Digital Medical Collection / Excursion Information

We take the health and safety of our students very seriously at All Saints' College. We are adopting a new system for the distribution and collection of information. This system is called CareMonkey.

CareMonkey is an electronic version of the paper-based forms currently used for excursions, camps, and other events. It provides parents with the opportunity to update medical information promptly and accurately whilst providing the school and teachers instant access to that information when both on and off campus. CareMonkey will also reduce the need for parents to complete multiple forms throughout the year as it enables parents to verify and/or update information for each event ensuring the most up to date information is available. (The exception being, Year 7, 8, and 9 Camps that are run by an external agent, Land's Edge who require their own forms to be used).

CareMonkey can be used on a PC/laptop or via a tablet or smart phone using the App, to enter details including:

- emergency contacts
- medical contacts
- medical checklist including asthma, allergies, seizures, diabetes
- health and ambulance insurance details
- notes and other care instructions from parents

The system will work in the following way:

- The CareMonkey Administrator (Mrs Wade or Mrs Keogh) will send the permission note and details electronically from the system to parents via whatever means the parents have nominated (phone, iPad/ Tablet, PC).
- Upon receiving the information the parent clicks one of two buttons, either "Yes, I give permission for my child to attend this event and confirm that our CareMonkey details are up to date" OR "No, I do not give permission for my child to attend this event".
- The system will automatically send out reminders until parents have responded to the request.
- Teachers will be issued Smart Phones with the CareMonkey App downloaded to use as excursion phones. Using the App, teachers will be able to access the medical details for each student in their care. The App will work regardless of phone or internet coverage.
- The information will be kept secure. Each parent/teacher will have a personal log in and the App will time-out after five minutes so if the phone is lost or it falls into the wrong hands privacy is still maintained.

In the last week of Term Two we will send you an email from the CareMonkey system inviting you to enter the details for your child onto an electronic medical form. From the school's perspective, this information will only be accessible by the relevant teacher(s) for your child.

However, if you choose, you will also be able to share this information with anyone else you trust with your child's care - their grandparents, their child-minder, their sports club, etc. Importantly, *you* choose who accesses this information.

You don't need to do anything until you receive the email requesting the information. Please feel free to contact Felicity Brown or Kerryl Tobin in the College Clinic or Felicity Challita in my office if you have any questions. You can also visit the CareMonkey website for more information: www.caremonkey.com. It is our intention to set up all students from Kindergarten to Year 12 over the coming weeks. We will begin using the system gradually starting with the Senior School at the beginning of Term Three and anticipate the Junior School beginning sometime thereafter.

We appreciate your assistance and assure you that we are here to support and assist you during the roll out of the system.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Dr Miller', with a horizontal line underneath.

Dr Peter D Miller
Head of College