

# Annual Update of Student Medical Details



Launceston  
Grammar

EST. 1846

## Annual Update of Student Medical Details

In preparation for the 2021 academic year, the School requires you to review and update your child/ren's medical details.

Updating your child/ren's medical details is of critical importance and must be completed annually at a minimum.

**Please Note:** If your child has Allergies, Anaphylaxis, Asthma, Epilepsy, Diabetes or any other serious medical condition then a Management and/or Action Plan must be updated annually by your doctor. Please provide a copy of the document/s to [healthcentre@lcgs.tas.edu.au](mailto:healthcentre@lcgs.tas.edu.au)

Your child/ren's Medical Details are recorded in **Parent Lounge**. Please login to Parent Lounge to review and update the details.

Click here to access [Parent Lounge](#)

**Hint:** Your Parent Lounge Username is the Account Number on your Fees Statement. If you do not know your password, then select the 'Forgot Password' link which will email you instructions to reset your password.



*This video will show you how to update medical information for your child/ren in Parent Lounge.*

[How to update your Child's Medical Details in Parent Lounge](#)

These instructions to review and update your child/ren's **Medical Details** may be of assistance to you.

- Log into **Parent Lounge > Student Details**

- Under **Student Details**, click **Medical Details**, then select the child you wish to review/update from the dropdown menu to the right of your screen, near here. Please check that all information is up to date and amend as required by clicking **'Update'**



- For **Immunisation details** we need the year that each immunisation was given. (Please remember to change the date if your child receives further immunisations during the year).

- The **position** requested in the Medicare line is the position in which the child appears on the Medicare card. Please check the Expiry Date. (This is important in the case of emergency treatment being required.)

General Medical Details	General Medical Details
Medical Conditions	Medicare No mm/yy
Immunisations	Medicare
Medical Practitioners	Authorisation
Supplementary Information	Asthma
Swimming Level	Anaphylaxis
	Health Fund
	Health Care Ins
	Medicare No mm/yy
	HF Cover/Number
	Med Form Return date
	Extra Medicare Info

2655361478/2 02/18

45678

07/01/2015

No Details

- **IMPORTANT:** Once you have checked and changed the details **please enter a date in the Med Form Return date** (see yellow highlight). This must be completed on the date you make your changes. If no changes are required please still enter the date you reviewed your child's details, so that we know you have checked them.
- Repeat the process for each of your children.

All updates are to be completed prior to School commencing in 2021. This will enable us to ensure that we have the most accurate information relating to your child and family.

Our Administrative System (TASS) enables us to streamline the information-gathering process and ensure all staff who need to access the information can, without duplicating requests to you. We will of course, continue to respect your right to privacy as laid out in the School's Privacy Policy.