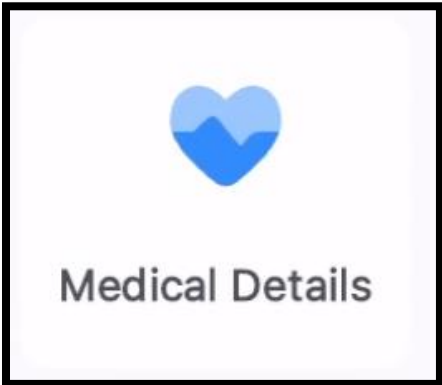


ParentOrbit: Updating Medical Details

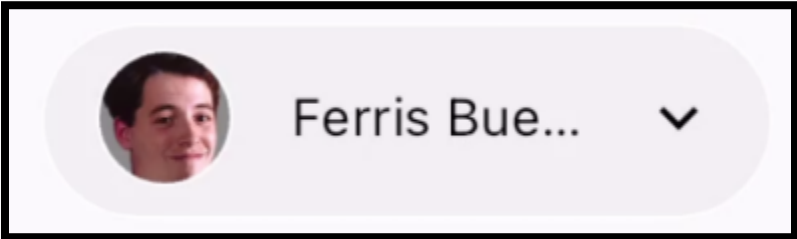
Last Updated: 29/07/2024

This document will assist parents and carers notify the College of a short-term, unexpected absence (e.g. illness, immediate family matter, medical appointment, etc)

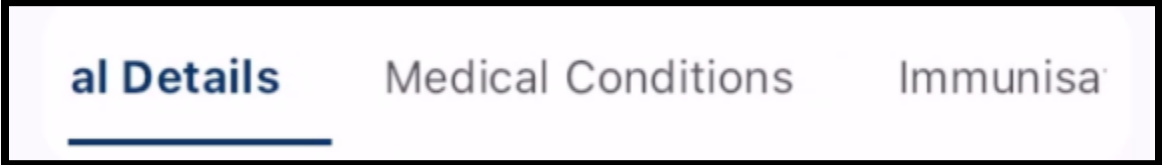
Step 1: On the Home screen, click on Medical Details:



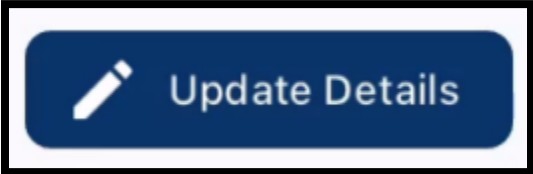
Step 2: Select the child you wish to view/update in the child picker:



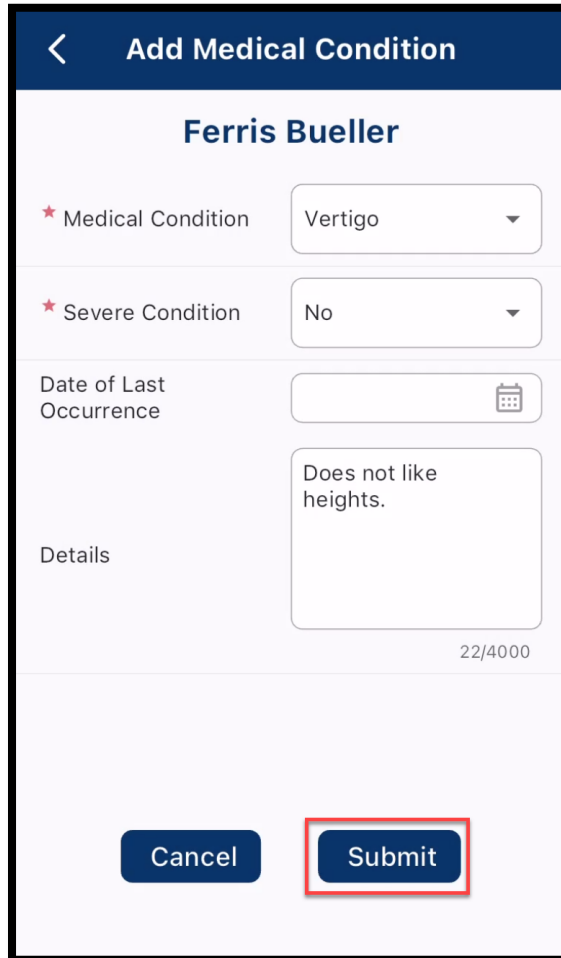
Step 3: Carefully review the details on file. Please note, that this section is scrollable left-to-right:



Step 4a: If you wish to update your child's General Medical Details, press *Update Details*



Step 4b: If you wish to **add a medical item**, please press +New under the appropriate tab and fill out the form, pressing *Submit*



Add Medical Condition

Ferris Bueller

* Medical Condition: Vertigo

* Severe Condition: No

Date of Last Occurrence: [Calendar icon]

Details: Does not like heights.

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Cancel Submit

IMPORTANT

After submitting an update or a new medical item, a staff member at Rosebank College will review the details of the change before applying the change to our database. This is why after a submitting a change, you will see red exclamations next to the details you have entered:

