

Edumate Medical Centre Guide

Our new Medical Centre brings all the information, workflows and documentation needed to manage the school's Medical Centre/Clinic into one intuitive application with smooth links between processes and access to important data. We've also enhanced many areas of existing Edumate functionality, especially Sickbay records, Medical Activity registers and Give Medication from a schedule.

Permissions and access

It is expected that access to Edumate Medical Centre will be restricted to a small group of staff.

Intended users need to be granted the following ACLs:

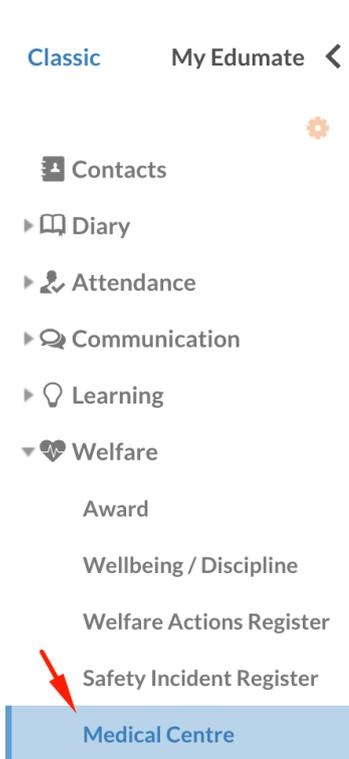
- **"Students: Medical Centre" (Yes)** - New ACL! Enables the sidebar button within the Welfare Main Menu section
- **"Students: Medical Information" (View or Edit)** - Alongside the above, this ACL gives access to Medical Centre Screens and popups, either on a read-only or edit basis.

The following ACL is optional:

- **"Students: Medical Notes" (Yes)** - Medical Notes and Attachments will be visible on the new Student Medical Profile screen.

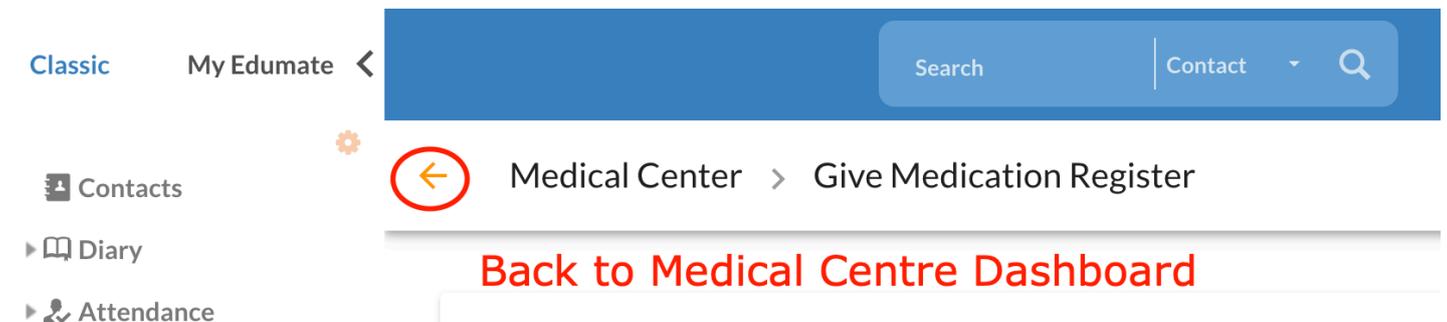
We recommend making a new functional ACL Group "Medical Centre", adding these ACLs, then joining the desired users to this group.

Medical Centre is found inside the Welfare Main Menu item in the Classic sidebar.



General Navigation tips

Medical Centre is a series of pages that are nested in a hierarchy. You will always start at the Medical Centre Dashboard. If you go into another page, you can go back (to Dashboard) by clicking the orange back arrow in the header bar to the left of the page title.



Medical Centre Dashboard

This is the "home base" of the Medical Centre Application.

Information on Today's Sickbay records, Today's Scheduled Medications and ability to view any student's Medical Profile are the main features of the Dashboard.

The Medical Centre Dashboard will open showing TODAY's data. If desired, you can go back in time to see the final state of a day in the past.

The Current Time (always today - now) is displayed for user convenience.

The screenshot shows the Medical Center Dashboard with a search bar and navigation links. The 'Sickbay Today' section is active, displaying a table of student sickbay records. The 'Scheduled Medications Today' section is also active, displaying a table of scheduled medications. Below these sections is a 'Student Medical Profile' search bar.

Medical Center > Dashboard

AS At Date: 24/02/2026 Current Time: 10:18 AM

Sickbay Today All Admissions Today Current Admissions Today

Time In	Time Out	Sickbay Status	Name	Student Number	Form Run	Alerts	Presentation	Last Updated
10:13 AM		In Sickbay	Christina Burns	10522	2026 Year 9		Sore neck	24/02/2026 10:15 AM Edumate Admin
8:09 AM	8:45 AM	Carer	Matthew Every	10782	2026 Year 12	M D	Nausea, dizzyness	24/02/2026 10:17 AM Edumate Admin

NEW SICKBAY

Scheduled Medications Today All for today Future for today

Scheduled Time	Name	Student Number	Form Run	Medication	Dose	Notes	Time Given	Given By
11:00 AM	Matthew Every	10782	2026 Year 12	Panadeine 500mg	Give 2 tablets with water on request	Maximum every 4 hours.		✓
11:30 AM	Matthew Boroughs	40164	2026 Year 11	Ritalin 5mg	One tablet with water	Watch supply level - remind Mr Boroughs to resupply if tablet count is <7 in school stock.		✓
12:30 PM	Christina Burns	10522	2026 Year 9	Amoxil Tablets 500mg	1 tablet before food			✓

GIVE MEDICATION ADD SCHEDULED MEDICATION

Student Medical Profile

Search Student

Sickbay Today

This screenshot provides a detailed view of the 'Sickbay Today' table. It shows the same data as the previous screenshot, including the 'In Sickbay' status for Christina Burns and the 'Carer' status for Matthew Every. The 'Alerts' column shows 'M D' for Matthew Every. The 'Last Updated' column shows the timestamp and user for each record.

Sickbay Today All Admissions Today Current Admissions Today

Time In	Time Out	Sickbay Status	Name	Student Number	Form Run	Alerts	Presentation	Last Updated
10:13 AM		In Sickbay	Christina Burns	10522	2026 Year 9		Sore neck	24/02/2026 10:15 AM Edumate Admin
8:09 AM	8:45 AM	Carer	Matthew Every	10782	2026 Year 12	M D	Nausea, dizzyness	24/02/2026 10:17 AM Edumate Admin

NEW SICKBAY

This list contains sickbay records for today. You can filter by All Admissions or Current Admissions.

This grid will display ALL sickbay records today - it will grow to show all of them. You don't need to scroll - and you can always see all of them.

Many column headings are "click to SORT/RE-SORT".

Student Medical alerts are shown on this list - hover over the alert icon to view the alert text.

To open a particular sickbay record (to view all details or edit, simply click on the row for the record. This will take you to the correct Sickbay record screen.

Scheduled Medications Today

This is a new feature for Edumate Medical Centre. This grid displays all of the Medications that have been scheduled, which need to be, or have been administered today. No more printing of the "Medications Today" report - everything you need is on the dashboard screen!

Scheduled Medications Today All for today Future for today

Scheduled Time	Name	Student Number	Form Run	Medication	Dose	Notes	Time Given	Given By
11:00 AM	Matthew Every	10782	2026 Year 12	Panadeine 500mg	Give 2 tablets with water on request	Maximum every 4 hours.		
11:30 AM	Matthew Boroughs	40164	2026 Year 11	Ritalin 5mg	One tablet with water	Watch supply level - remind Mr Boroughs to resupply if tablet count is <7 in school stock.		
12:30 PM	Christina Burns	10522	2026 Year 9	Amoxil Tablets 500mg	1 tablet before food			

GIVE MEDICATION ADD SCHEDULED MEDICATION

The list can be filtered by "All for Today" or "Future for Today".

Many column headings are "click to SORT/INVERT SORT".

Click the question mark icon to find out the student's current attendance status and location.

To GIVE a scheduled medication, click the icon on the far right of the row.

- A **GREEN** icon means the scheduled medication has already been given for today;
- **ORANGE** means that the scheduled medication is not yet due today, but is not administered (this is your "medication to administer" list);
- **RED** means the medication is past due and has not been administered yet.

You can click on a row to open the medication schedule itself. Note that there are restrictions on what and when a schedule can be edited, particularly if there are give medication records (in the past) linked to the schedule. Refer to the guide section on Scheduled Medication Records below for more information.

Student Medical Profile chooser

Medical Centre's Student Medical Profile is another new feature. It is a single screen showing all medical information in Edumate for a selected student. There are several places within specific activities in Medical Centre where you can view a student's Medical Profile. The Dashboard is just one of the places.

Student Medical Profile

Search Student
Matthew Boroughs

Medical Profile for Matthew Boroughs

Matthew (Matt) Boroughs 40164
2026 Year 11 Tutor Class(Ahmed Coward)

[ADD TO SICKBAY](#)
[GIVE MEDICATION](#)
[ADD SCHEDULED MEDICATION](#)
[ADD MEDICAL NOTE/ATTACHMENT](#)

Carer Contacts

Relationship	Name	Call Order	Mobile/SMS	Email	Info
Parent	Mrs. Linda Boroughs	1st	Mobile: 1111111111, Phone: 406796429	hamish.brewer@edumate.com.au	Lives at the same address
StepParent	Mrs. Meadow Auberly	1st	Mobile: 123456, Work: 222222892, Direct Line: 42425 133 Ext: 153	alshatha.laxminarayana@edumate.com.au	Lives at different address
Parent	Mr. Jarad Boroughs	2nd	Mobile: 04138943, Phone: 406796429, Direct Line: 34 Ext: 34332234	paul.graves@edumate.com.au	Lives at the same address

Alerts

Alert Type	Alert
Medical	Student has severe allergies
Disability	Requires wheelchair access
Other Pastoral	This is an other pastoral alert
Access	Needs extra time for exams
Learning	Learning difficulties with reading

Action Plans

Anaphylaxis: [18005.ans](#)
Immunisation: [17345.ans](#)

Conditions

Conditions:

[ADHD](#) [Aspergers](#) [Asthma](#) [Autism](#) [Deafness/Sign](#)

Allergies

Allergies:

[See strings](#) [Cross](#) [New](#)

Notes: Severe nut and dairy allergic

Asthma History

Suffers asthma: [Not Stated](#) [Unknown](#)

Hospitalised for asthma in last 2 years: [Not Stated](#) [Unknown](#)

Does the student have an asthma plan? [No](#)

Treated with oral cortisone in past year: [No](#)

Current reliever: [Becotide](#)

Current preventer: [Ventolin](#)

Other medication taken for asthma: [Not specified](#)

Medical Notes and Attachments

Date	Added By	Details
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Note that in the Dashboard rendering of the Student Medical Profile, we have added action buttons to allow you to immediately create a sickbay admission, give medication, add a scheduled medication record or add a medical note/attachment (where access to these is granted).

New Medical Centre Registers

The Dashboard provides a convenient view of TODAY'S sickbay records, and scheduled medications that need to be administered today. Our 3 new Registers give you a broader view - across many days and/or for a specific student.

The new Registers are for:

- Sickbay records
- Give Medication records
- Scheduled Medication records

These are all accessed from the Medical Centre Dashboard.

As At Date
23/02/2026

Current Time: 1:05 PM

Sickbay On 23/02/2026 All Admissions Today Current Admissions Today

Time In	Time Out	Sickbay Status	Name	Student Number	Form Run	Alerts	Presentation	Last Updated
3:44 PM	3:51 PM	Carer	Kelvin Davidson	10942	2026 Year 9		covid symptoms	23/02/2026 3:51 PM Edumate Admin

Each register allows you to filter by date and/or by student. Register data can be exported to .csv file.

Filter by:

Date From
17/02/2026

Date To
24/02/2026

Search Student

REFRESH LIST

RESET FILTERS

Date	Time In	Time Out	Sickbay Status	Name	Student Number	Form Run	Presentation	Entered By
24/02/2026	10:13 AM	-	In Sickbay	Christina Burns	10522	2026 Year 9	Sore neck	Edumate Admin
24/02/2026	8:09 AM	8:45 AM	Carer	Matthew Every	10782	2026 Year 12	Nausea, dizzyness	Edumate Admin
23/02/2026	3:44 PM	3:51 PM	Carer	Kelvin Davidson	10942	2026 Year 9	covid symptoms	Edumate Admin
23/02/2026	3:37 PM	-	In Sickbay	Christina Burns	10522	2026 Year 9	covid symptoms	Edumate Admin

We've also added some buttons to initiate a new record (sickbay, give medication, or schedule medication) from within these registers for convenience.

Sickbay Records - the details

We've made significant improvements to Sickbay records in Edumate Medical Centre. A sickbay record now contains:

- **Date of admission** (autofill)
- **Time of admission** (autofill, editable)
- **Presentation** - a brief summary statement - becomes the "title" of the admission in the Register.
- **Signs and Symptoms** - as told and observed

- **Treatment** - actions taken to treat the student
- **Sickbay Notes** - auto timestamped, you can record ongoing actions during the sickbay stay. Multiple notes for a visit.
- **Comment to Carer** - Orbit and web portal.
- **Exit time** - entered upon exit from Sickbay
- **Handover to** - back to class, back to playground, carer, ambulance (more can be added by school).

Saving Behaviour

Because sickbay records can stay open onscreen for some time and are added to over a period of time in sometimes stressful situations, we have implemented AUTOSAVE every time you finish in any field and open another field. This ensures you can't lose any entered data in the heat of the moment.

Note: most other screens in Medical Centre DO require you to click SAVE or DONE.

Opening an existing Sickbay Record

Simply click on the row you want to open in either Dashboard>Sickbay Today or from the Sickbay Register, and you're good to continue working on an existing record.

Creating and using a sickbay record

Click any one of the "New Sickbay" buttons found in Medical Centre. One is found on the Dashboard within "Sickbay Today".

Select the student you want to put in sickbay. Information about any current alerts and a button to view the student's Medical Profile in a popup appears. Click CONTINUE.

Search Student
Matthew Boroughs

Matthew Boroughs (Matt) 40164

PREVIEW MEDICAL PROFILE

2026 Year 11 Tutor Class (Ahmed Coward)

Alerts

Alert Type	Alert
Medical	Student has severe allergies
Disability	Requires wheelchair access
Physical	This is an other pastoral alert
Access	Needs extra time for exams
Learning	Learning difficulties with reading

CONTINUE

Date and Time of admission will be prefilled with current date and time. These can be edited manually.

Date and Time of Admission

Date of admission
24/02/2026



Time of admission
2:37 PM



Populate the fields for Presentation, Signs and Symptoms, Treatment according to school requirements.

Medical Information

Presentation

0 / 100

Signs and Symptoms

0 / 300

Treatment

0 / 300

Sickbay Notes

Click Add Note to make a new sickbay note for this visit. Notes are all timestamped and include assignment to the user. These will be helpful for recording communications, actions and timed observations.

Sickbay Notes (internal)

ADD NOTE

Date	Note	Entered By	Actions
24/02/2026, 14:44:47	Resp rate 14	Edumate Admin	 
24/02/2026, 14:45:03	Resp rate 18 - laboured	Edumate Admin	 
24/02/2026, 14:47:01	Called ambulance	Edumate Admin	 
24/02/2026, 14:47:15	Called parent (mum)	Edumate Admin	 

Exit information

Comment to Carer - this is where you enter what you want to tell the carer via the Edumate Web portal or Carer Orbit (if enabled).

Exit Time - this is entered manually by attending staff. Leaving it empty or setting a date in the future results in a Sickbay Status of "In Sickbay" on the Dashboard.

Handover to - where did the student go once discharged from Sickbay? Default values are Return to Class, Return to Playground, Carer, Ambulance. Schools can add more options to this list via Edit Lists>SICKBAY_HANDBOVER.

Exit Information

Comment to Carer (via Portal/App)

0 / 1500

Sickbay Exit ... ⌚

Handover to:

- Return to class
- Return to playground
- Carer
- Ambulance

DONE

Printing Sickbay Reports

Printing of a Sickbay records can be done by opening the record, then clicking PRINT in the top right of the Header Bar.

Scheduled Medication records - the details

Scheduled Medications are not new to Edumate. But now they are more friendly and powerful.

When the school agrees to administer medication to a student on carer instructions, a scheduled medication record is created.

A scheduled medication record has a start and end date - between these dates the school is expected to administer this medication to the student at the specified time. The new Scheduled Medication Today section of the Medical Centre Dashboard tells you each day what to give to whom, and when.

Although creating a Give Medication record can still be made that is not linked to a Schedule, Edumate recommends the use of scheduled Medication records as much as possible - even for a couple of days.

The screenshot displays the 'Scheduled Medication Record' page for Christina Burns (ID: 10522). The page header includes a search bar, 'Edumate Admin' user information, and navigation options like 'Medical Center', 'Scheduled Medication Record', 'DELETE', '+ NEW SCHEDULED MEDICATION', and 'PRINT'. A 'PREVIEW MEDICAL PROFILE' button is visible. The record details are as follows:

Field	Value
Date From	24/02/2026
Date To	06/03/2026
Administration Time	11:00 AM
Medication	Flagyl 400mg
Dose	1 tablet
Notes	With water, after food

Creating and using a scheduled medication record

Click any one of the "Add Scheduled Medication" buttons found in Medical Centre. One is found on the Dashboard within "Scheduled Medications Today".

Select the student you want. Information about any current alerts and a button to view the student's Medical Profile in a popup appears.

Complete the details required and Click SAVE (at the top) or DONE (at the bottom). We recommend that schools establish an appropriate syntax for data entered into Medication, Dose and Notes to enhance accuracy and clarity for users who will be administering the medication.

To open an existing Scheduled Medication record, simply click the row you want (in either Dashboard>Scheduled Medication Today or in the Scheduled Medication Register).

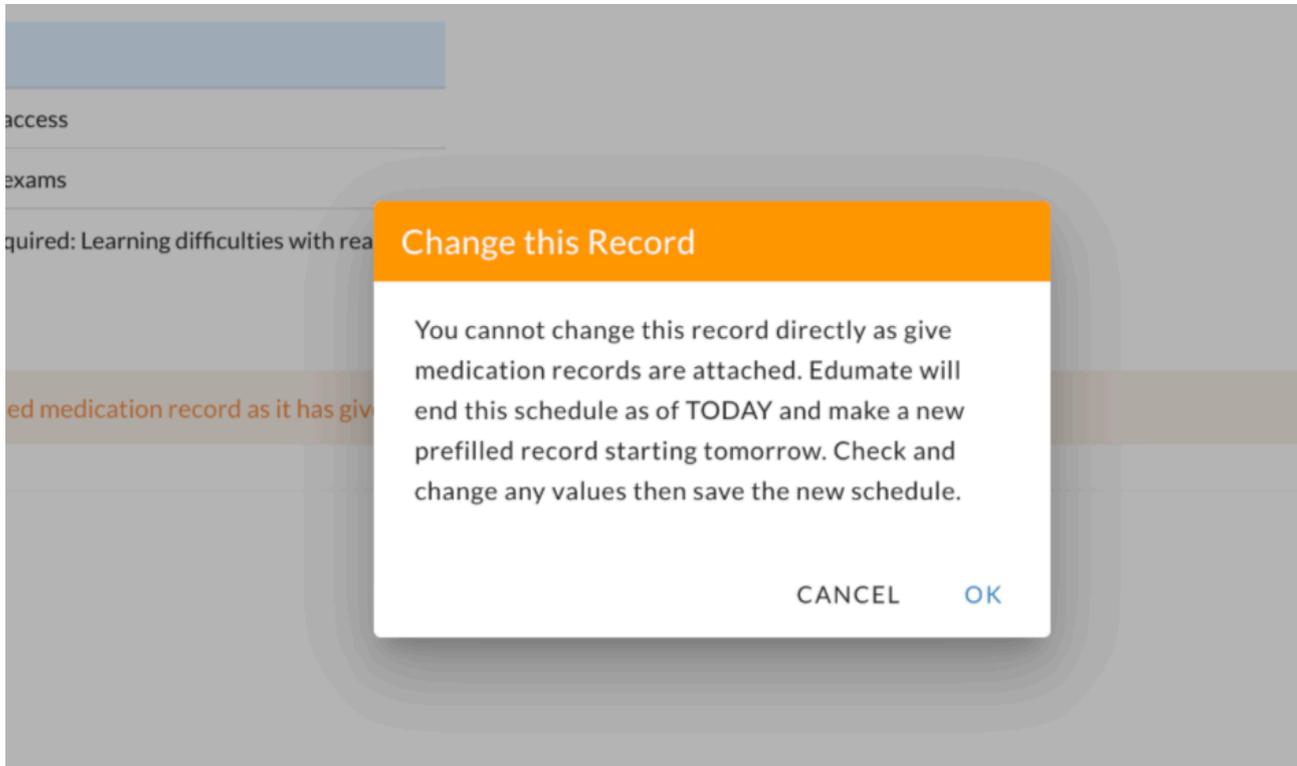
Editing scheduled medication records

Changes to a scheduled medication record can be made where no Give Medication records have been linked to it. However, to protect the integrity of past Give Medication records, you cannot directly change an existing Scheduled Medication record if any Give Medication records are linked to it.

Edumate will detect this when you attempt to change the Scheduled Medication record. We will ask you, then we will end the current Scheduled Medication record as of TODAY, and create a

new Scheduled Medication record, commencing TOMORROW. The details of the original record will be copied across for your convenience. Simply review and amend the details in the new record as required, then SAVE.

This process leaves the historical Scheduled Medication intact, and creates a new one that has your changed details.



Printing Scheduled Medication records

Printing of a Scheduled Medication records can be done by opening the record, then clicking PRINT in the top right of the Header Bar.

Give Medication - the details

There are two different contexts for the action of Give Medication:

- as a response to a Scheduled Medication record falling on today;
- as an ad-hoc activity, where no Scheduled Medication record exists.

Although both of these use the same form, they start from different places.

Give Medication from a Schedule

On the Dashboard (Scheduled Medication Today) click the icon on the far RIGHT of the record - it will be either GREEN, ORANGE or RED.

- A **GREEN** icon means the scheduled medication has already been given for today;
- **ORANGE** means that the scheduled medication is not yet due today, but is not yet administered (this is your medication to administer list);
- **RED** means the medication is past due and has not been administered yet.

Scheduled Medications On 23/02/2026 All for today Future for today

Scheduled Time	Name	Student Number	Form Run	Medication	Dose	Notes	Time Given	Given By
11:00 AM	Matthew Every	10782	2026 Year 12	Panadeine 500mg	Give 2 tablets with water on request	Maximum every 4 hours.		
11:30 AM	Matthew Boroughs	40164	2026 Year 11	Ritalin 5mg	One tablet with water	Watch supply level - remind Mr Boroughs to resupply if tablet count is <7 in school stock.		
12:30 PM	Christina Burns	10522	2026 Year 9	Amoxil Tablets 500mg	1 tablet before food		10:45 PM	Edumate Admin

[+ GIVE MEDICATION](#) [+ ADD SCHEDULED MEDICATION](#)

The Give Medication form will appear prepopulated for the current date and time, the student and the medication. Make any data entry required, then click SAVE or DONE.

Give ad hoc Medication

A possible scenario here is that a student is in sickbay, the school contacts the carers, who then request administration of a medication held in school stock. There is no schedule - it is an ad hoc request. In most schools this will be rare.

To give an ad hoc, unscheduled medication, click one of the "Give Medication" buttons found in several places in the Medical Centre.

Scheduled Medications On 23/02/2026 All for today Future for today

Scheduled Time	Name	Student Number	Form Run	Medication	Dose	Notes	Time Given	Given By
11:00 AM	Matthew Every	10782	2026 Year 12	Panadeine 500mg	Give 2 tablets with water on request	Maximum every 4 hours.		
11:30 AM	Matthew Boroughs	40164	2026 Year 11	Ritalin 5mg	One tablet with water	Watch supply level - remind Mr Boroughs to resupply if tablet count is <7 in school stock.		
12:30 PM	Christina Burns	10522	2026 Year 9	Amoxil Tablets 500mg	1 tablet before food		10:45 PM	Edumate Admin

[+ GIVE MEDICATION](#) [+ ADD SCHEDULED MEDICATION](#)

Complete all details on the form then click SAVE or DONE.

In general, we expect most schools will rarely use ad hoc Give Medication records.

Printing Give Medication records

Printing of a Give Medication records can be done by opening the record, then clicking PRINT in the top right of the Header Bar.

Medical Registers - the details

Being able to see Medical Centre records in bulk is new for Edumate.

The Header bar at the top of the Medical Centre Dashboard is where you can access the Sickbay Register, the Give Medication Register and the Scheduled Medication Register.

Filter options include To/From date and Student.

All of the columns in the presented data are sortable ascending or descending - simply click the column heading to sort by that column. Click again to invert the sort.

Register data is presented in pages of 10 records by default. If you want to work with the full set of found records, change the "Items per Page" to "ALL". This becomes important if you wish to EXPORT the data.

Date	Time	Name	Student Number	Form Run	Medication	Dose	Comment	Given By
25/02/2026	12:46 PM	Matthew Boroughs	40164	2026 Year 11	Ritalin 5mg	One tablet with water	Watch supply level - remind Mr...	Edumate Admin
25/02/2026	7:07 AM	Matthew Every	10782	2026 Year 12	Panadeine 500mg	Give 2 tablets with water c request	imum every 4 hours.	Edumate Admin
24/02/2026	11:12 AM	Tracey Hayman	11737	2026 Year 5	dolo 650	10mg	ng test	Edumate Admin
24/02/2026	10:53 AM	Christina Burns	10522	2026 Year 9	Amoxil Tablets 500mg	1 tablet before food	it is given test	Edumate Admin
23/02/2026	5:45 PM	Christina Burns	10522	2026 Year 9	Amoxil Tablets 500mg	1 tablet before food		Edumate Admin
23/02/2026	1:33 PM	Matthew Every	10782	2026 Year 12	Panadeine 500mg	2 tablets	or parent request at 10: 20...	Edumate Admin

Key takeaways for users

- *ACLS need to be assigned to your intended users for Medical Centre to appear and work.*
- *The Medical Centre Dashboard is your homebase for day to day use - everything springs from here.*
- *Go back to Dashboard by clicking the orange back arrow in the header bar.*
- *Sickbay saves automatically as you go. Other records need to be SAVED in the usual way.*
- *In general, creating a Scheduled Medication record (even for one day) is better than making an adhoc Give Medication record on the fly.*

- *Use the icon on far right of Scheduled Medications Today grid to give a medication that is scheduled. This will link the give medication record to the schedule record. Only use "Give Medication" button if you intend to make an unlinked, ad hoc record.*
- *Establish school protocols and syntax for what gets written in the sickbay record fields.*
- *You can't edit/change a Scheduled Medication Record that has links to any give medication records. We will guide you to end the current schedule record today and spawn a new one, starting tomorrow.*
- *If you want to export from one of the Registers, set "Items per Page" to "ALL" before clicking EXPORT.*