NSW GOVERNMENT | Education

How to Manage Health Conditions, Medications, Health Care Plans & Doctor Details in ERN

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Lead Paragraph
This guide shows how to manage Health Conditions, Medications, Health Care Plans and Doctor Details

Background information
ERN Health Conditions, Medications, Health Care Plans and Doctor Details are available on Student Profile that is accessed by Student Enquiry tab.

- To view, add new, modify or delete Health Conditions, Medications and attach Health Care Plans

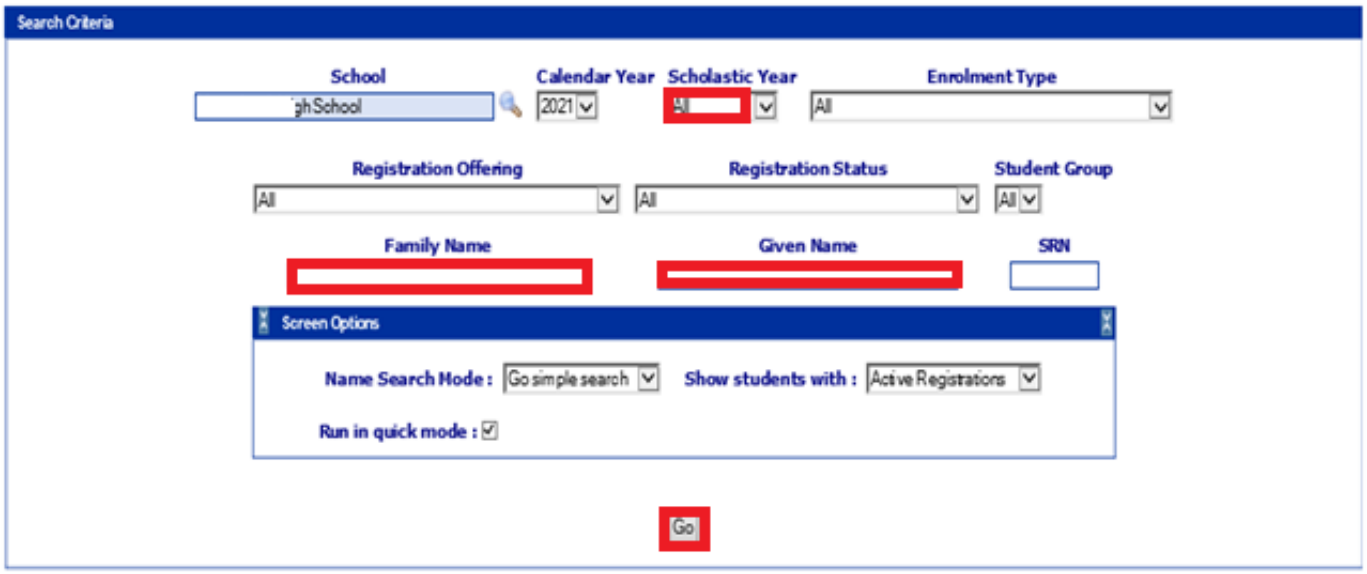
- To view, add new, modify or delete Doctor Details

Before you start
Users must be provisioned with access for Student Administration via ERN in AMU

Detailed Instructions – Add a new Health condition, Medication and attach a Health Care Plan

1. Select Student Enquiry

2. Search for the Student by entering the search criteria and select Go

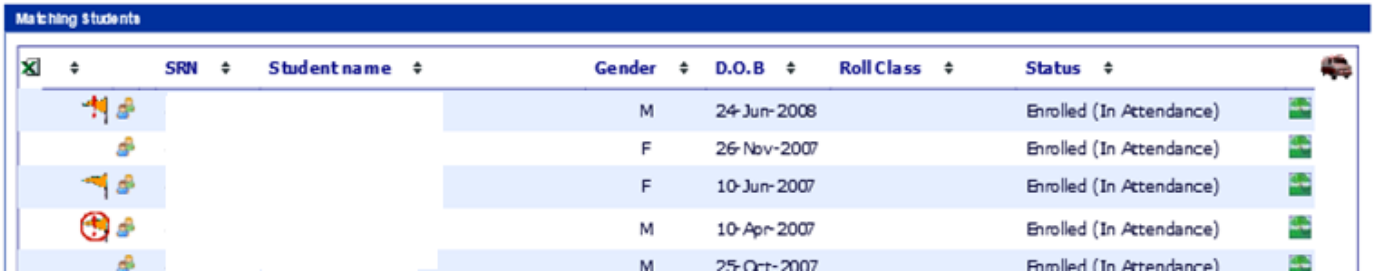


3. Select the student from the list

Note: In the **Matching Students** list Students with ~~the~~ existing health conditions are displayed with an Orange Flag

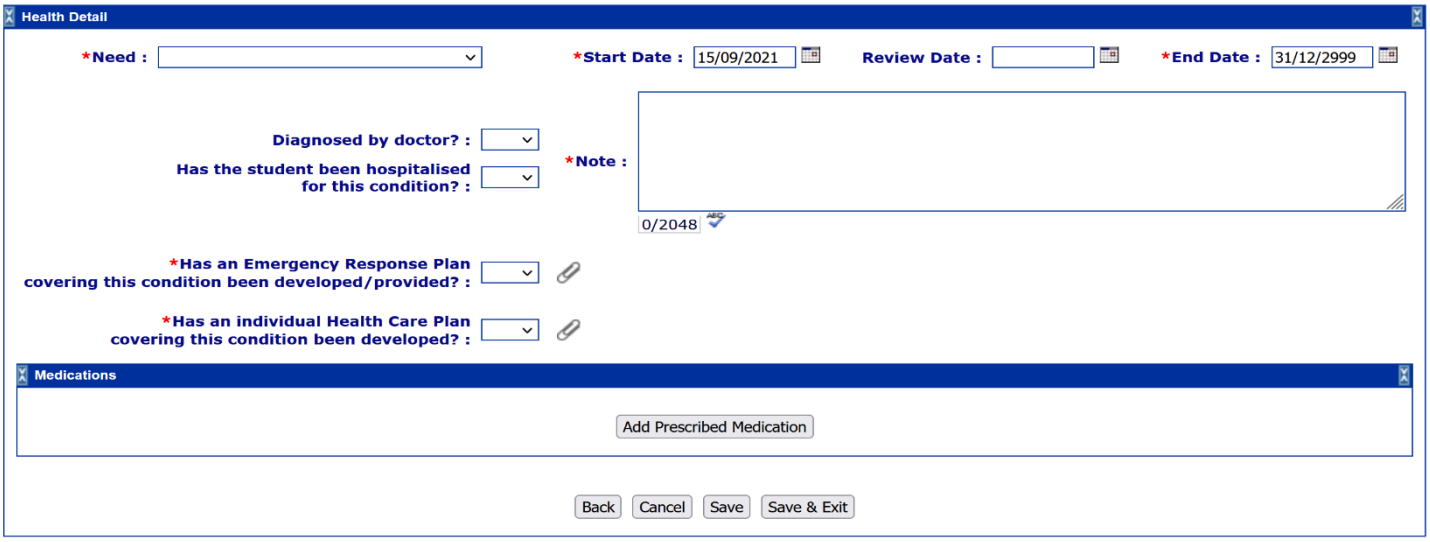
Students with existing high-risk health conditions are displayed with an Orange Flag with an exclamation mark. High-risk conditions include Diabetes, Epilepsy, severe Asthma, Anaphylaxis etc.

Students with existing high-risk health conditions with missing information are displayed with an Orange Flag with a red exclamation mark inside a red circle

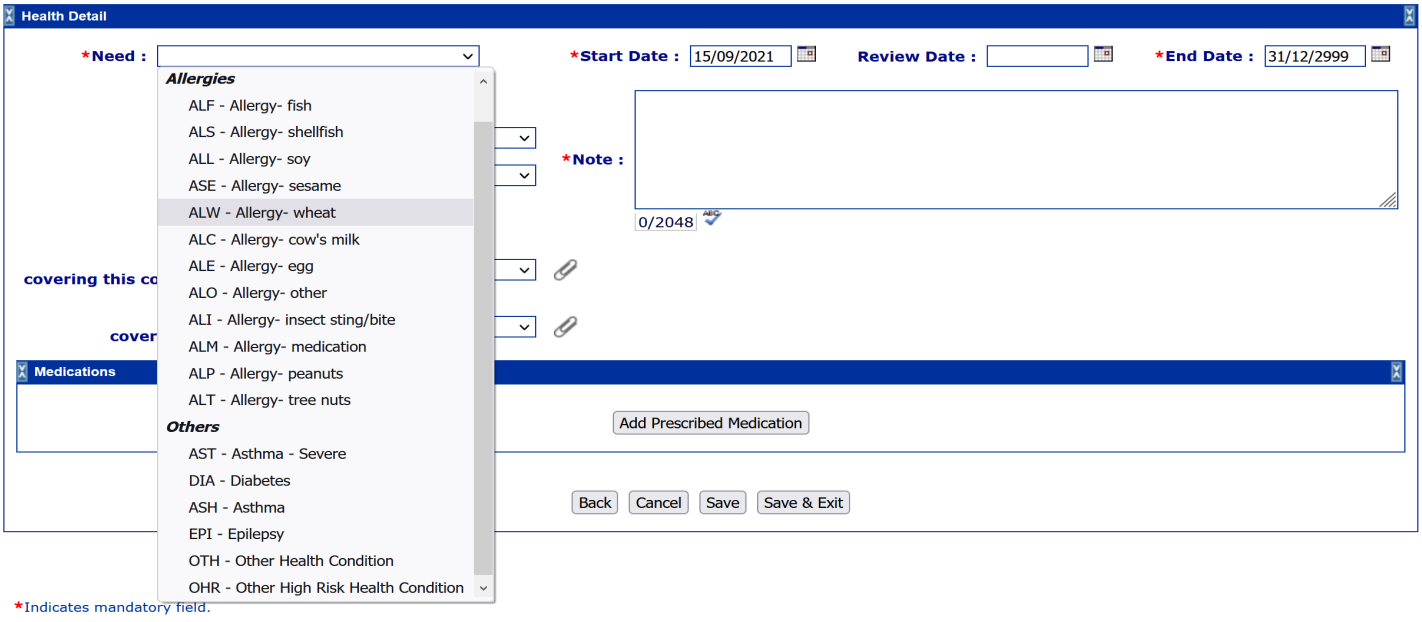


4. Select on the top of the student profile

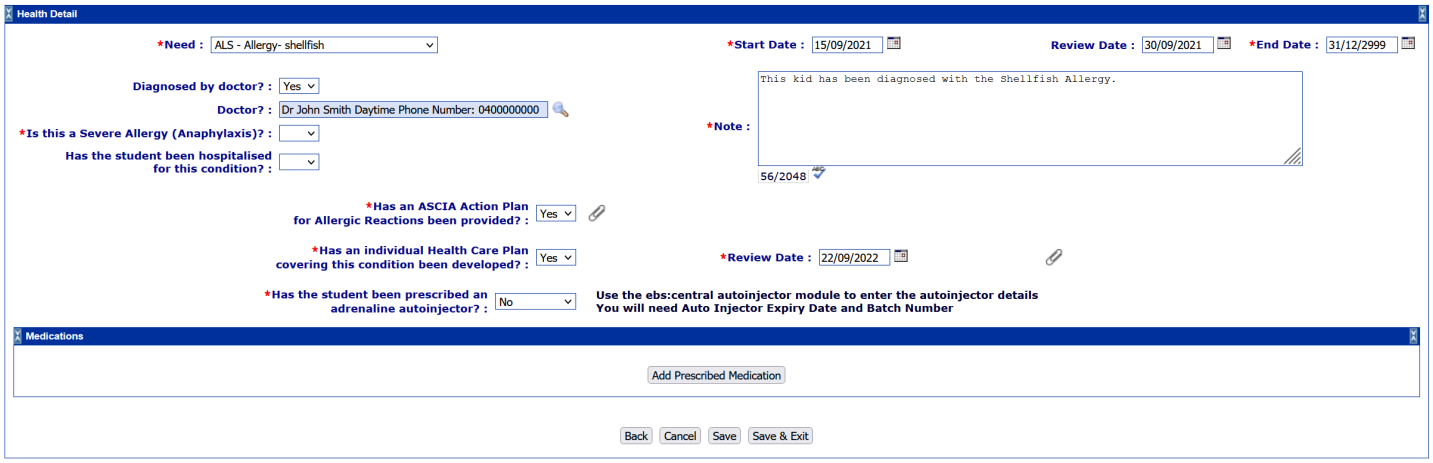
5. Select Create to add a new Health Condition



6. Select the associated Health Condition from the available options



7. Populate the other required fields and select Save

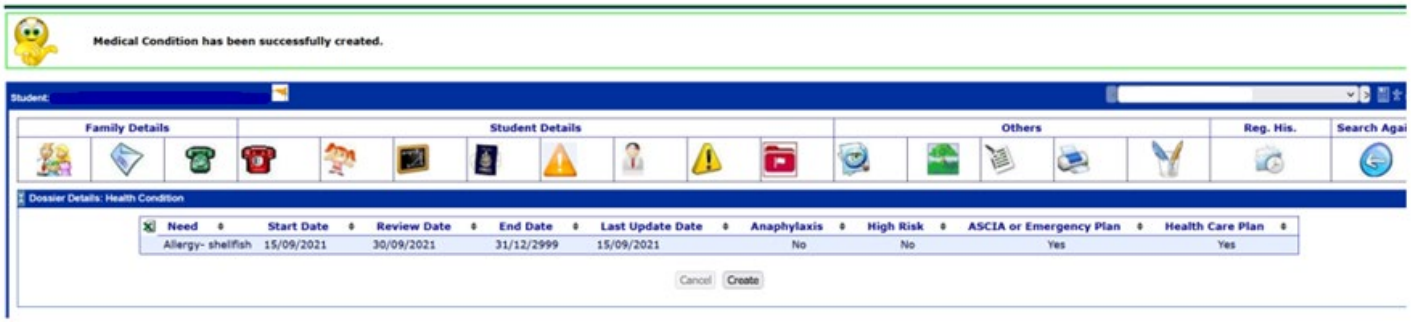


- The **Start Date** will auto-populate with today's date and the **End date** with 31/12/2999. You can change these dates as required.
- **Note:** Description added in the "Notes" field will be visible when you click on the orange flag in student enquiry tab.
- **Note:** Review Date is selected to indicate the date that a review of the document is required (this is not a mandatory field)
- **Note:** Description added in the **Notes** field will be visible when you click on the **Orange Flag** in **Student Enquiry** tab
- **Note:** If **Diagnosed by doctor?** answer is Yes, doctor selection field will appear to select doctor details. If doctor detail has not been added to the student, please refer to **Add doctor details** QRG
- **Note:** If **Health Care Plan** answer is Yes, a **Review Date** box will appear. Insert the date that a review of the document is required (this is a mandatory field)
- **Note:** If **Autoinjector** answer is Yes, a message will display to use ebs:central autoinjector module to enter the expiry date and batch number of the autoinjector

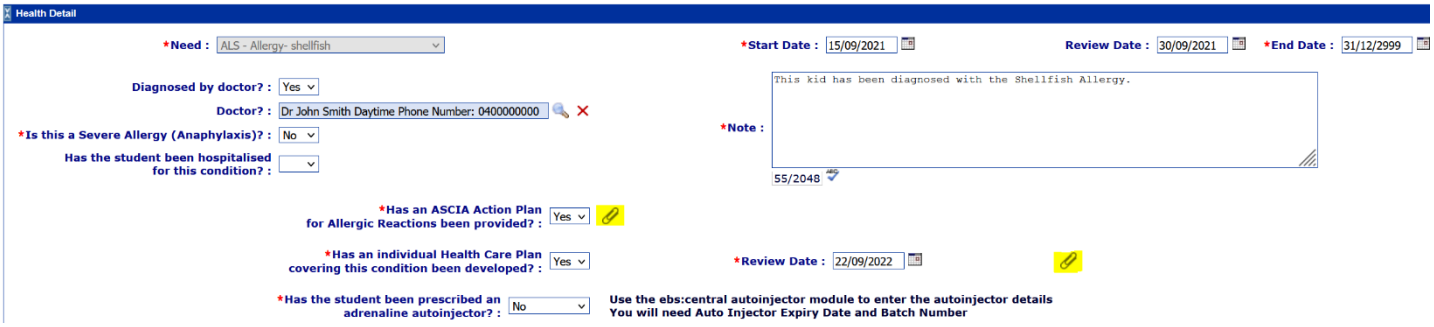
Populate the other required fields

Select **Save**

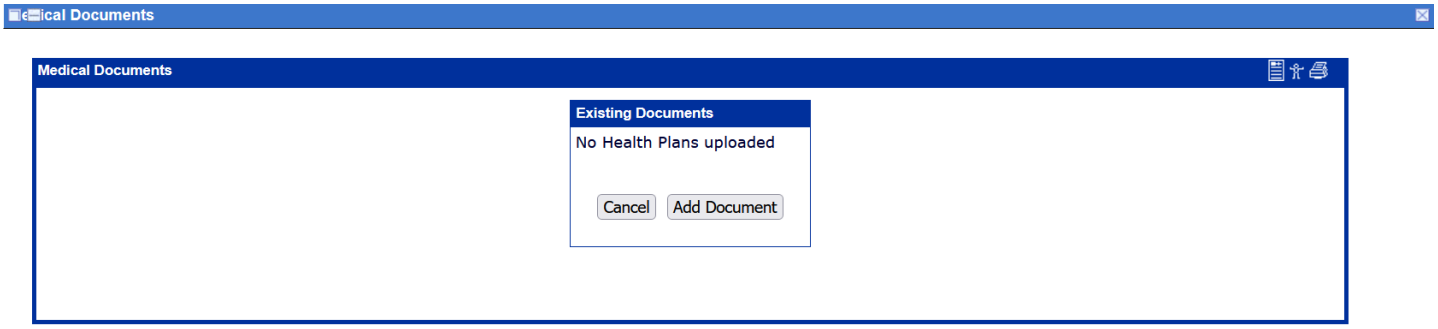
Note: Health Condition details added in ERN will be available to view in ebs:central



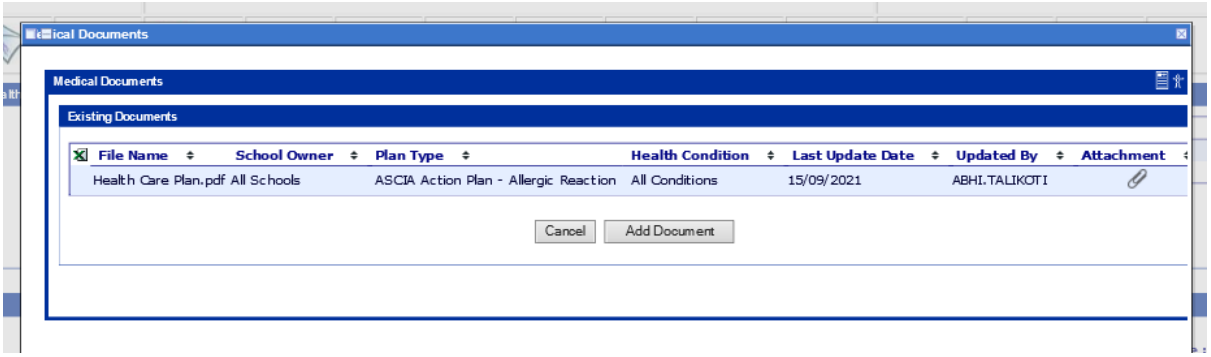
8. Select paperclip icon to attach a ASCIA Action Plan for Allergic Reactions and/or a Health Care Plan



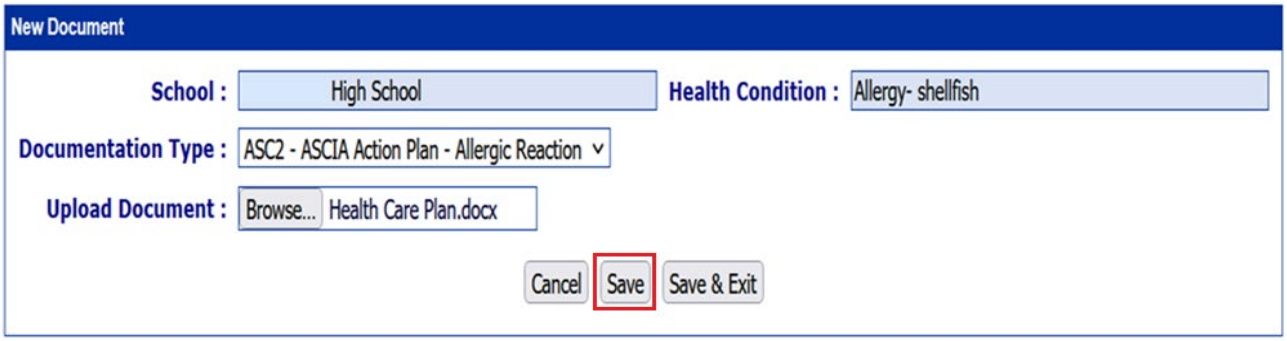
9. Select Add Document



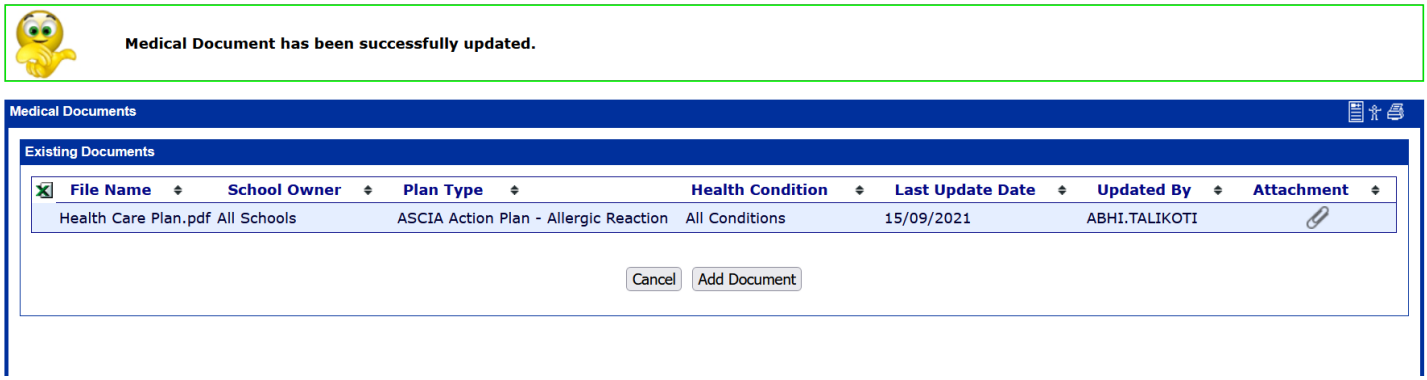
If Health Plans have previously been uploaded the following screen will appear. In either instance, select the **Add Document** button to add a new Health Plan



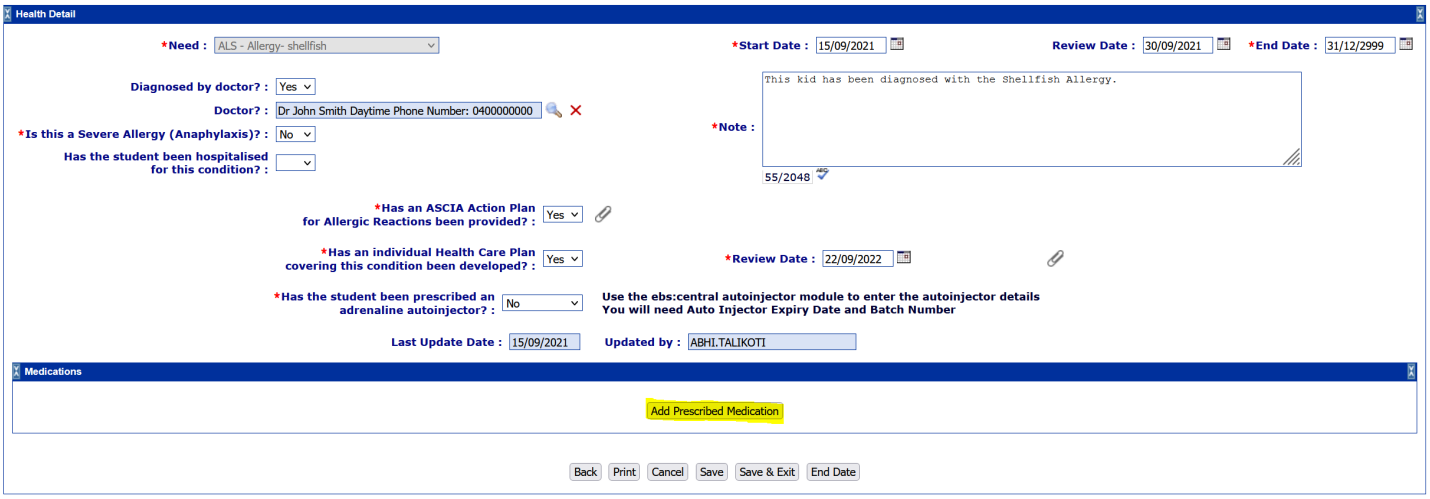
10. Select the Documentation Type required and select Browse to attach a document



11. Select Save



12. Select Add Prescribed Medication to add medication details



13. Populate the required medication details

*Indicates mandatory field.

At **Name** insert the name of the medication. Notes can be used to include information about the name/brand of medication, type of medication eg. Nasal spray, tablet and the dosage and time to be given.

14. Select Save or Save & Exit

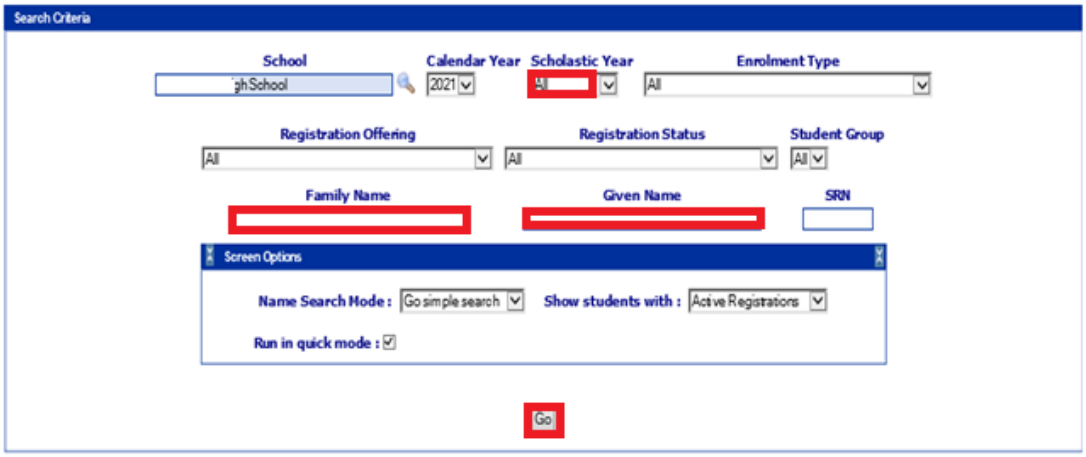
*Indicates mandatory field.

Adding a Health Condition, Medication and attaching a Health Care Plan Document has now been completed successfully.

Detailed Instructions – Add Doctor Details

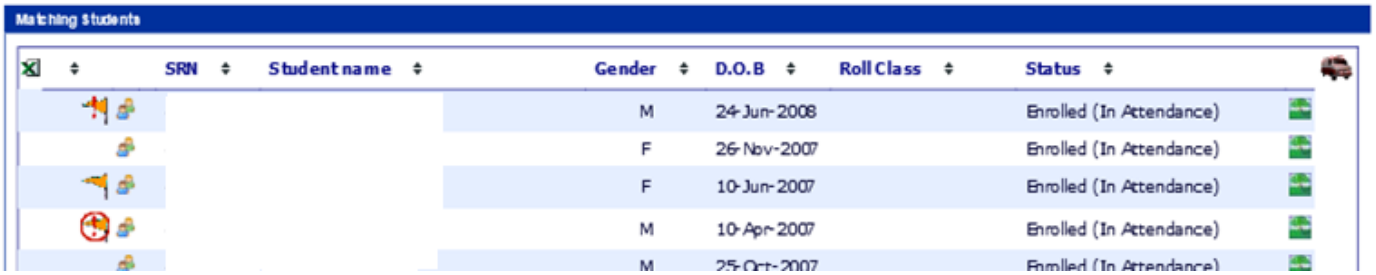
1. Select Student Enquiry

2. Search for the Student by entering the search criteria and select Go



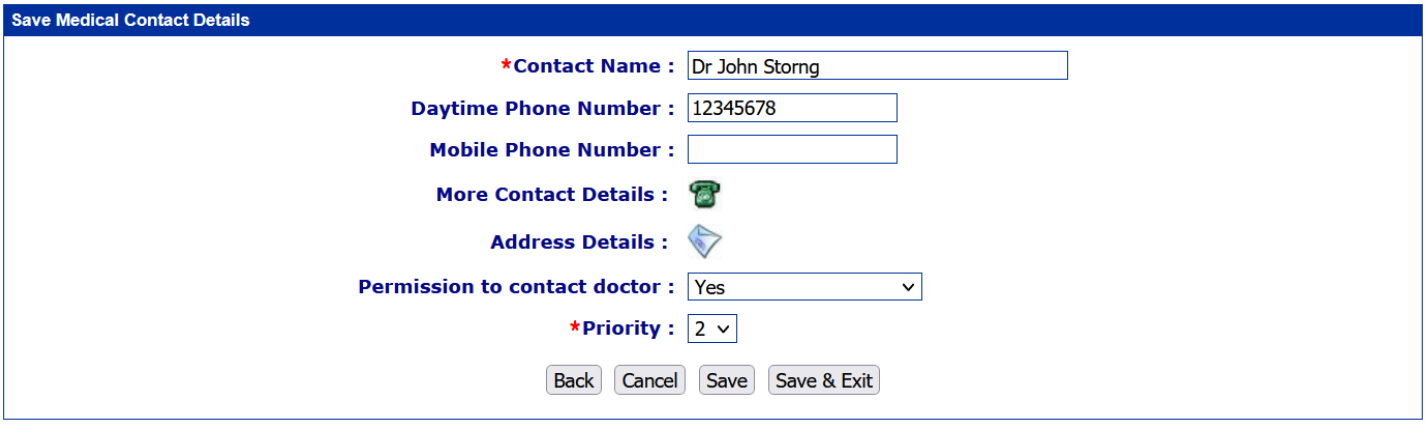
3. Select the student from the list

Note: Students with the existing medical conditions are displayed with the Orange Flags



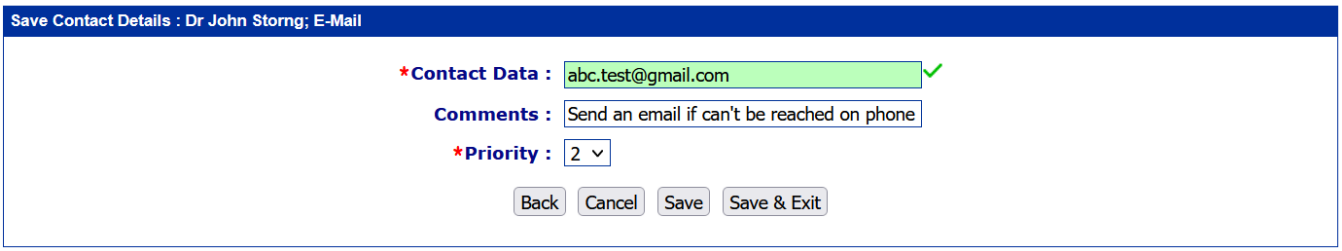
4. Select on the top of the student profile and select Create

5. Populate the required details

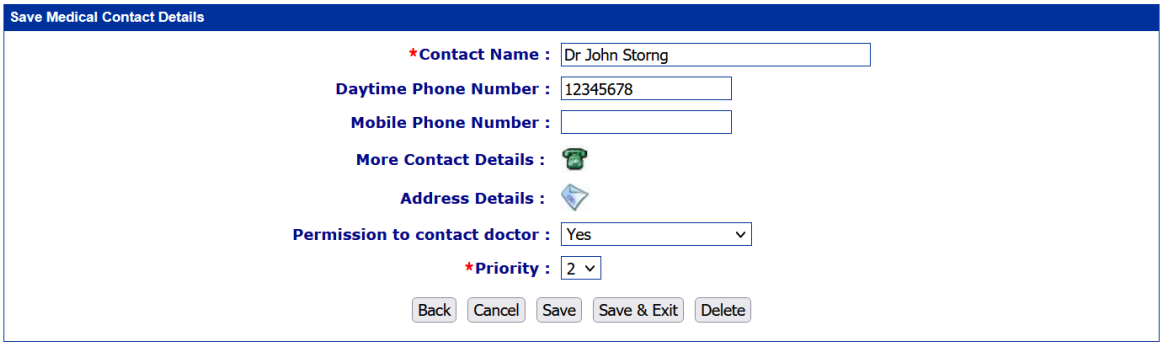


6. Select to add more contact details and select Create

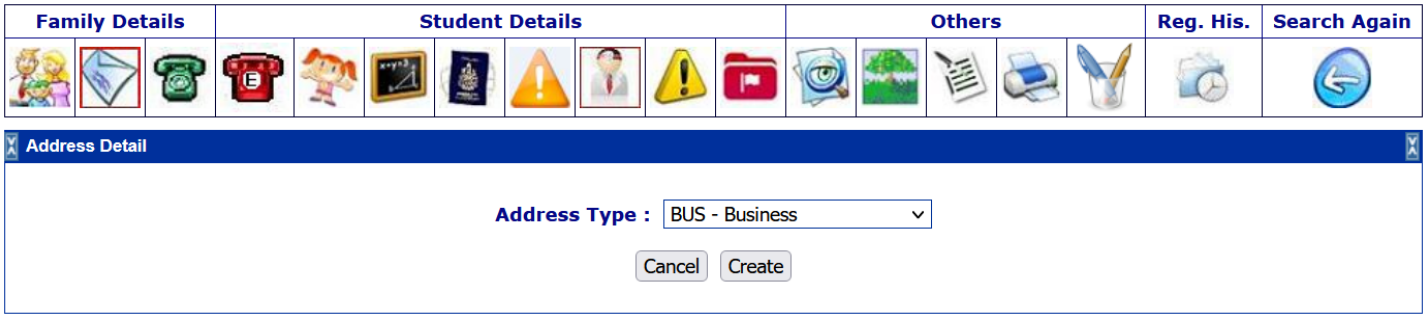
7. Populate required details and Save or Save & Exit



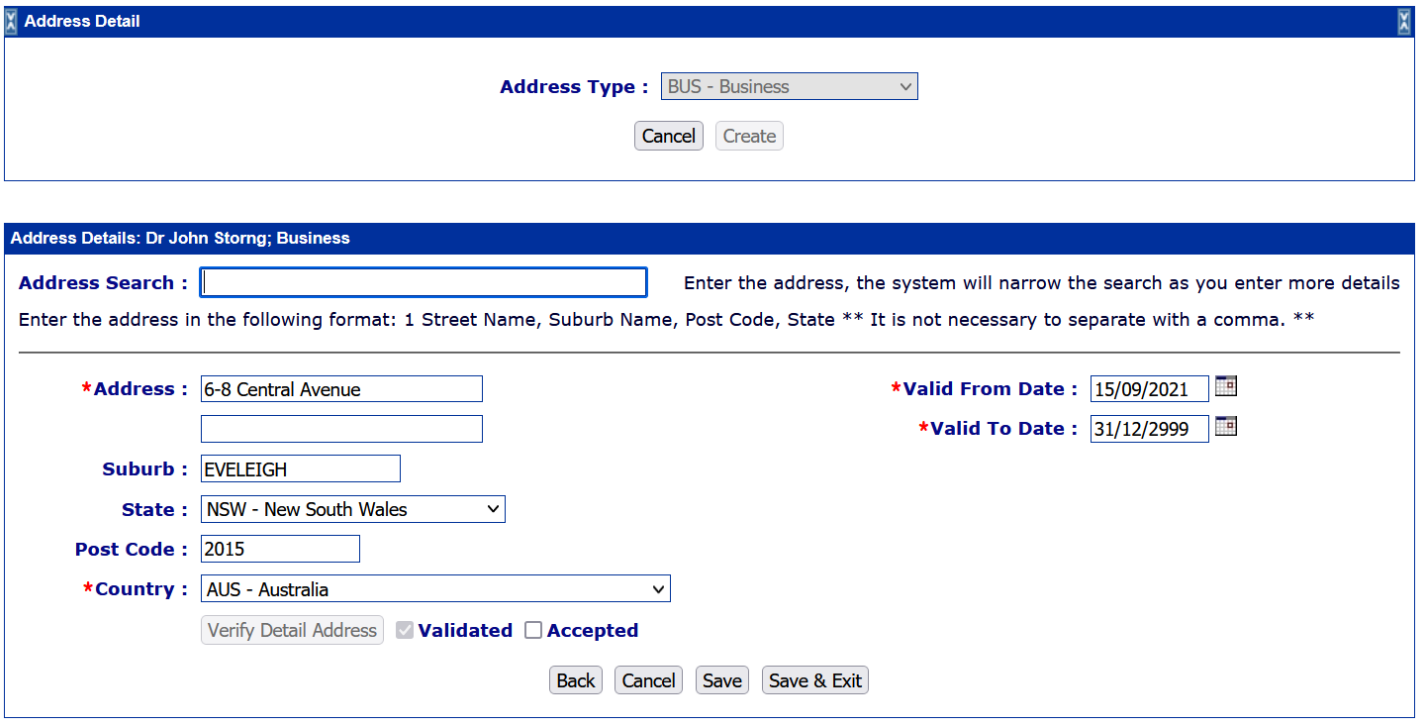
8. Select to add address

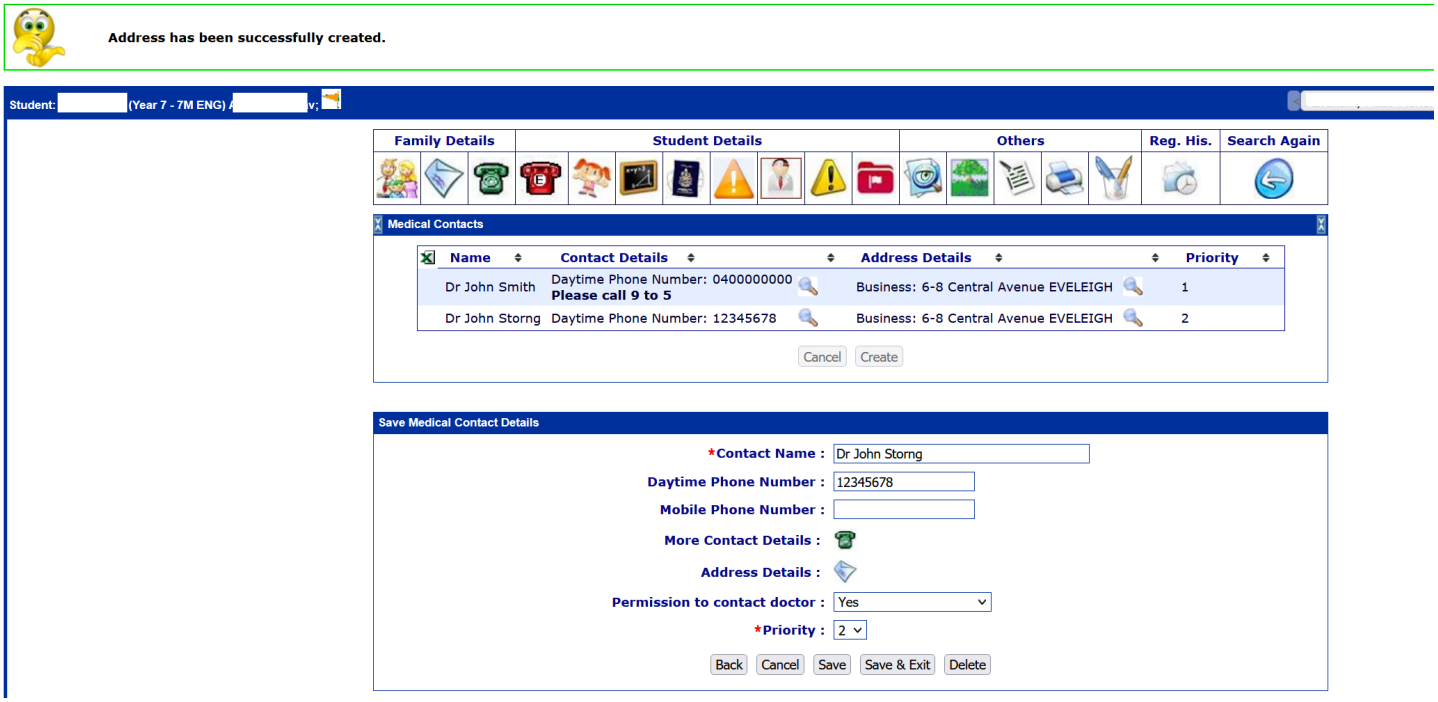


9. Select address type and select Create



10. Populate required fields and Save or Save & Exit



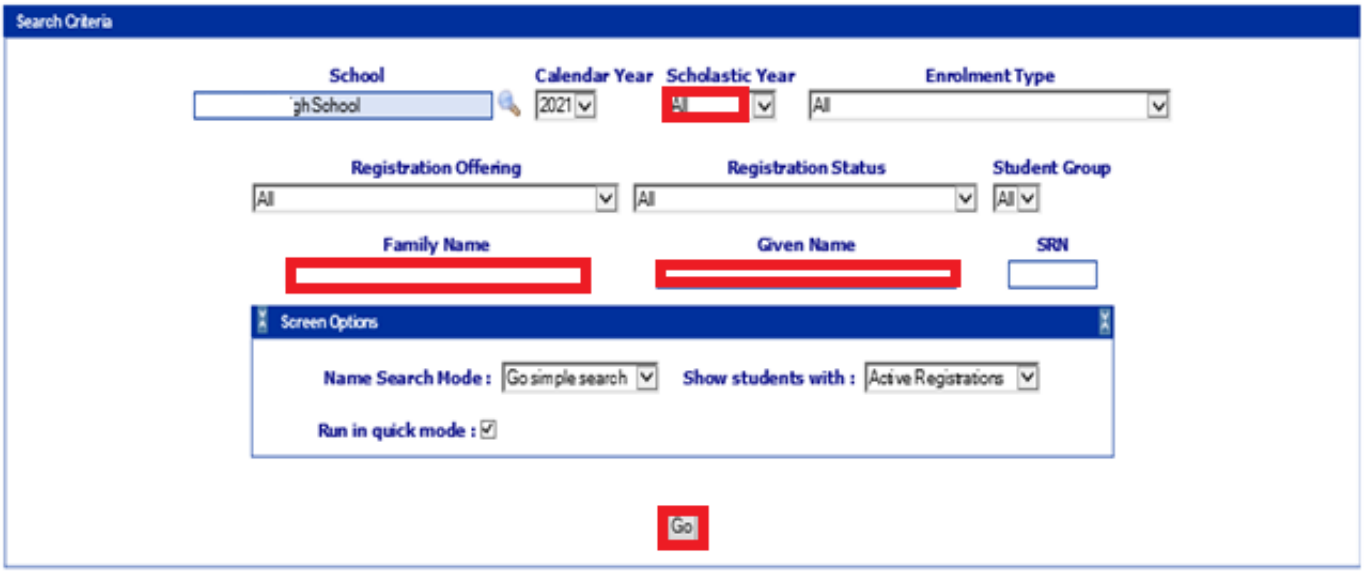


Adding a Doctor Detail has now been completed successfully.

Detailed Instructions – View or edit Health conditions, Medications and Health Care Plan

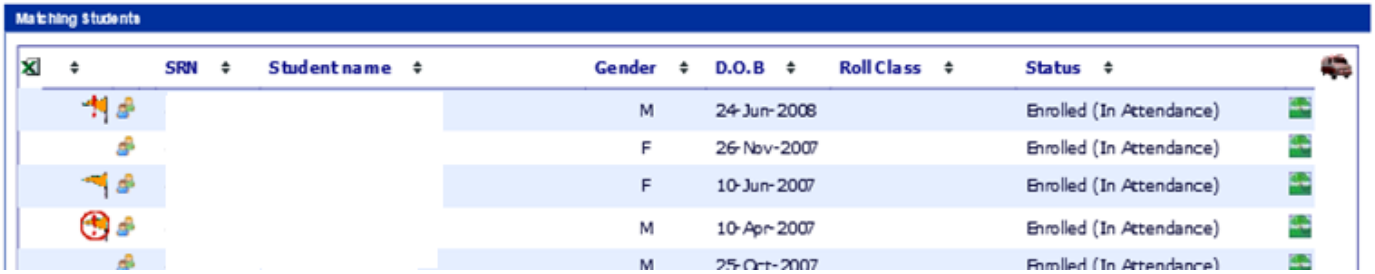
1. Select Student Enquiry

2. Search for the Student by entering the search criteria and select Go

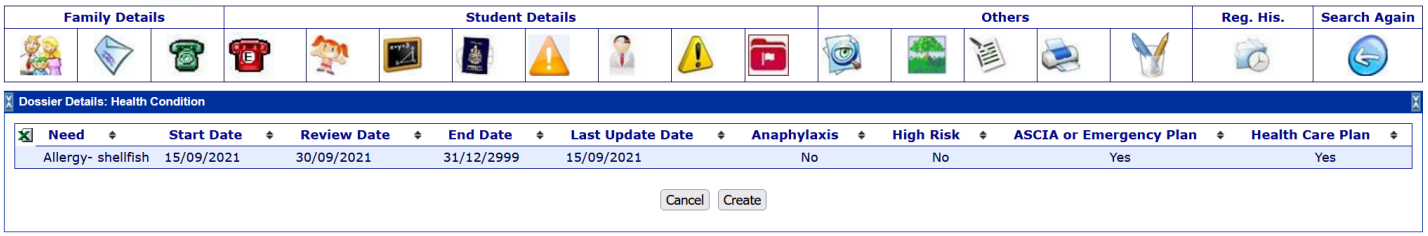


3. Select the student from the list

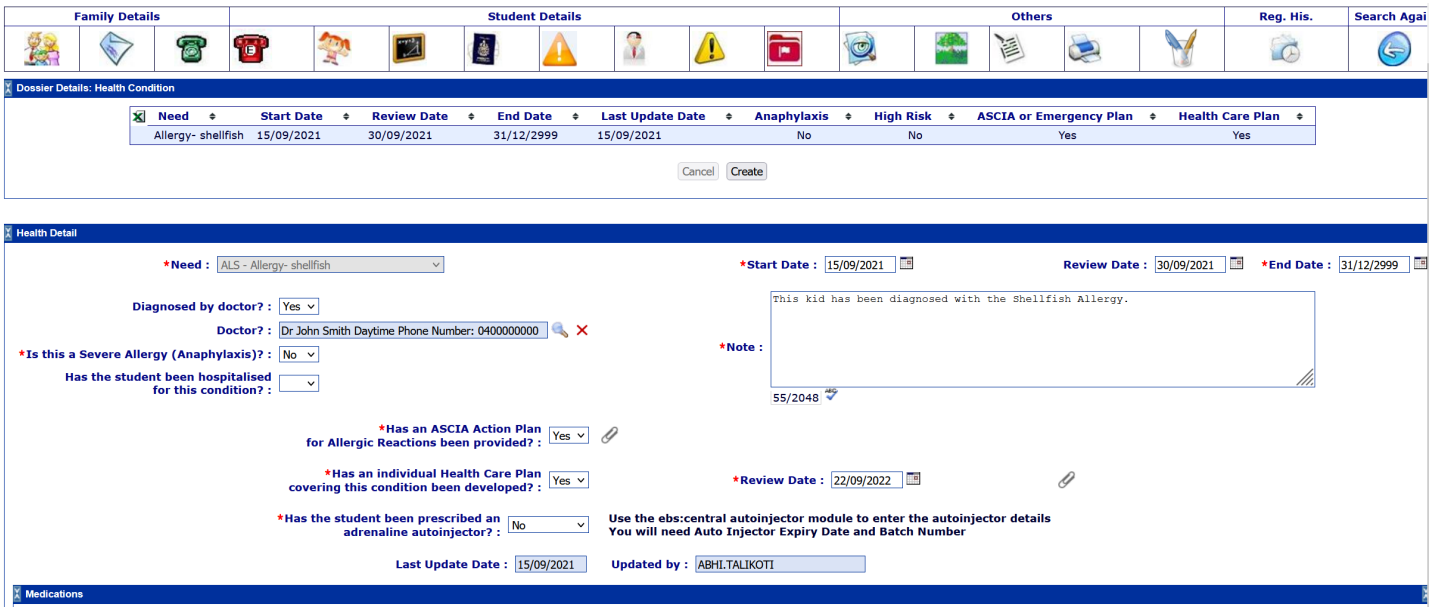
Note: Students with the existing medical conditions are displayed with the Orange Flags



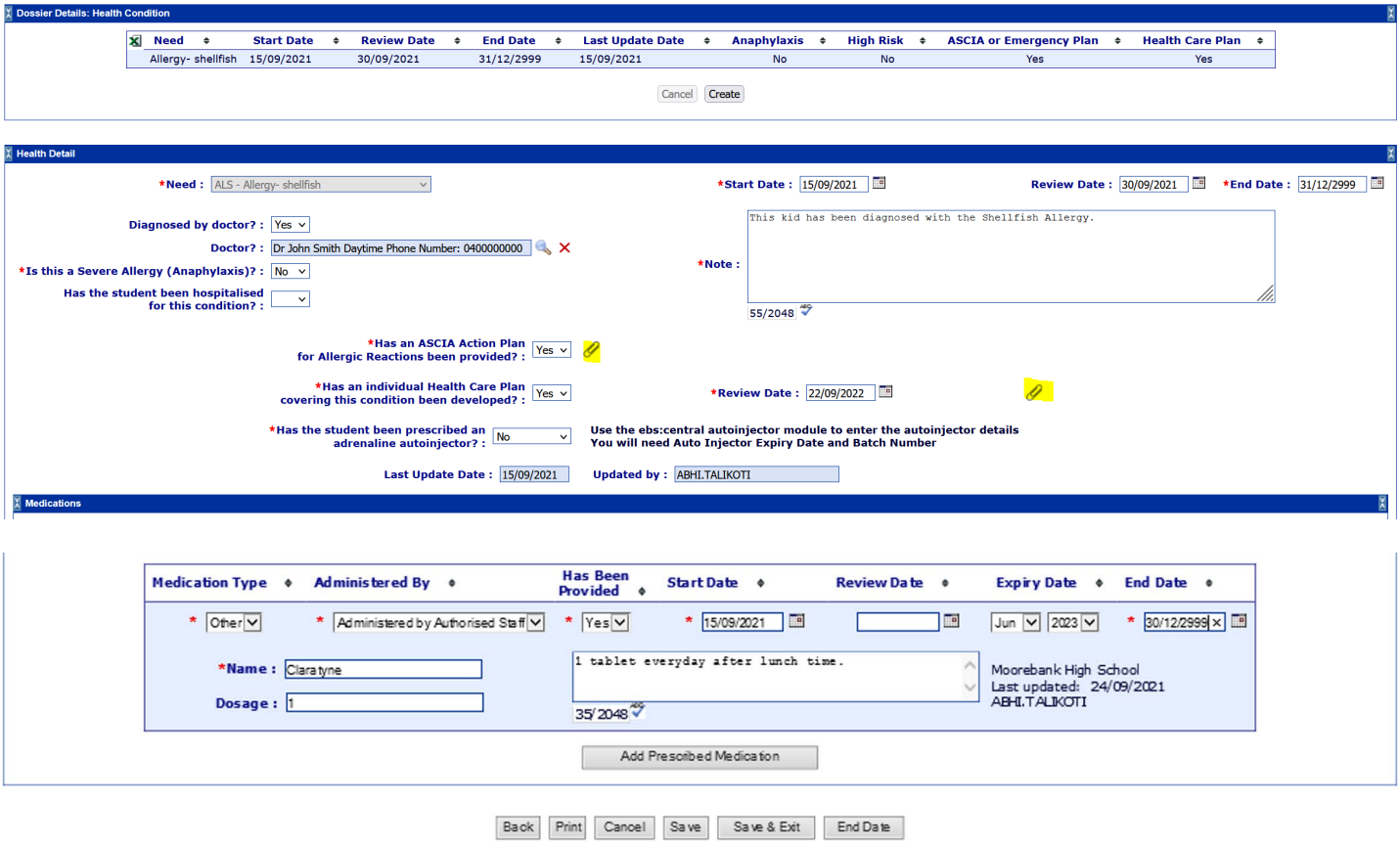
4. Select on the top of the student profile to view/ edit Medical Conditions



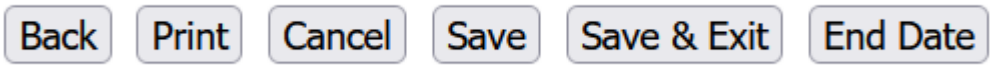
5. Select the Medical Condition to view/edit Medical Conditions, Medications or attach Health Care plan



6. Select paperclip to view or attach a new document



*Indicates mandatory field.



Note: If you have modified any information that you want to save, select save or save & exit.

Note: If you do not wish to save the details you modified, select cancel.

Note: If you are only viewing the information, select Cancel or Back to go the previous menu.

Note: If you want to end date the medical condition, select end date and system will update the health condition with end date.

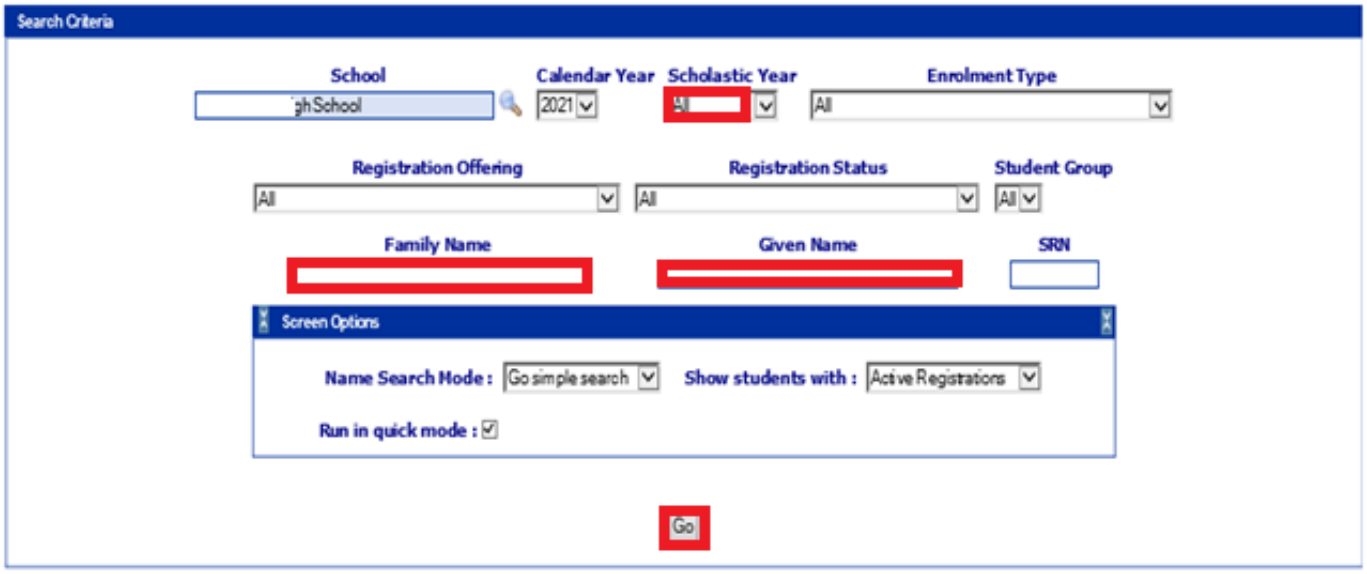
Select Save or Save & Exit or Cancel

View or edit Health conditions, Medications and Health Care Plan has now been completed successfully.

Detailed Instructions – View or edit Doctor Details

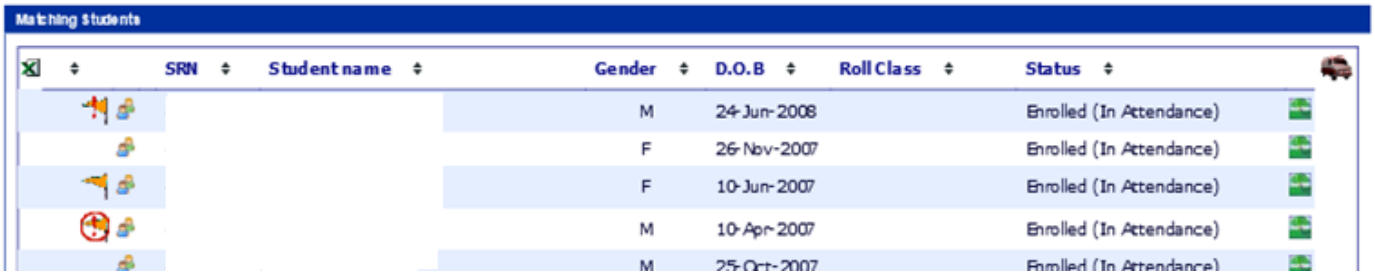
1. Select Student Enquiry

2. Search for the Student by entering the search criteria and select Go



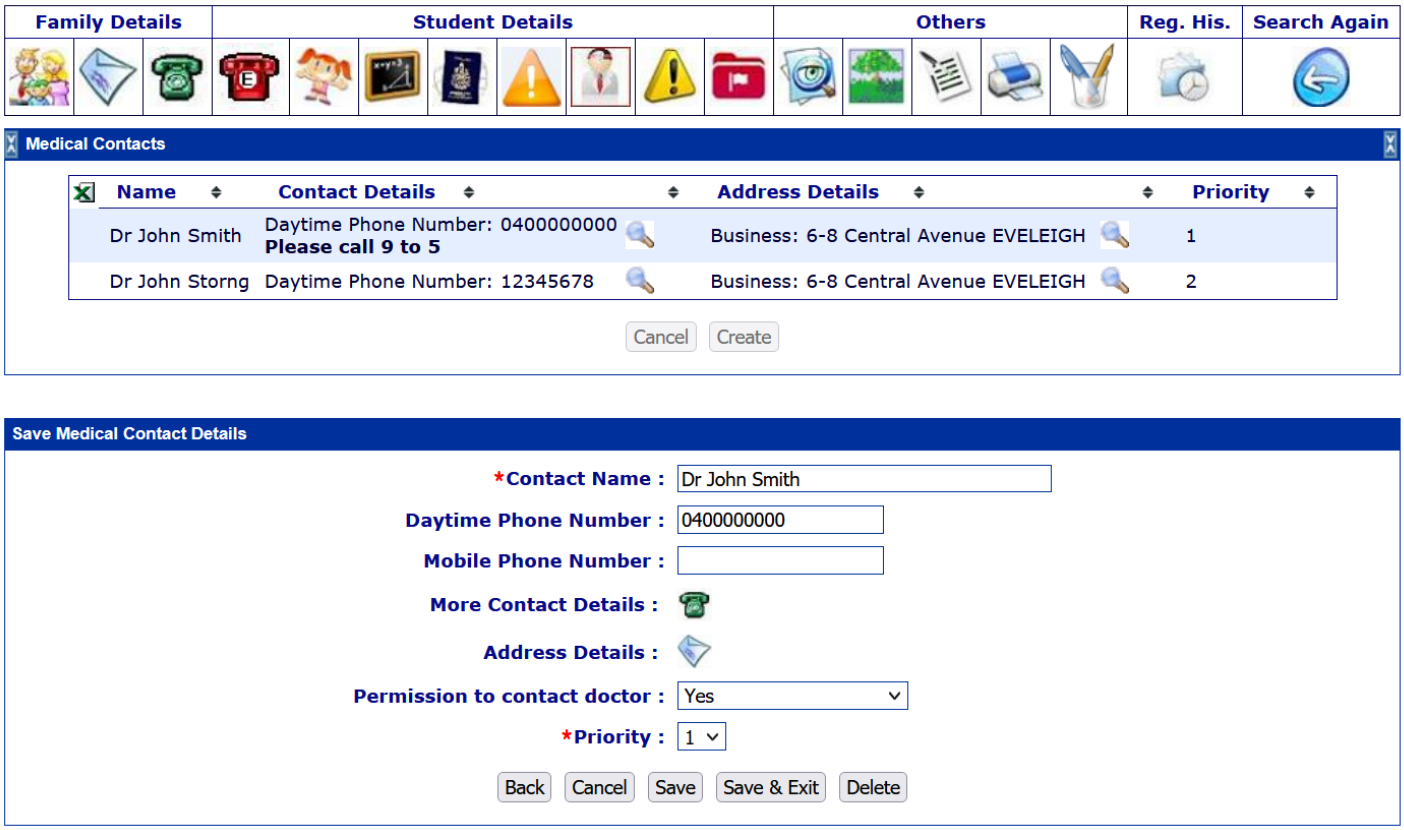
3. Select the student from the list

Note: Students with the existing medical conditions are displayed with the Orange Flags

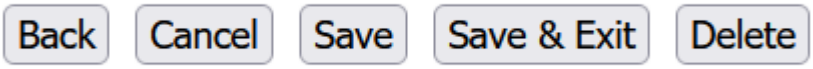


4. Select on the top of the student profile to view/ edit Doctor Details

5. Select the Contact from the list to view/ edit information



6. Select Save or Save & Exit or Cancel or Delete or Back



Note: If you have modified any information that you want to save, select save or save & exit.

Note: If you do not wish to save the details you modified, select cancel.

Note: If you are only viewing the information, select Cancel or Back to go the previous menu.

Note: If you want to delete the doctor contact details, select delete.

View or edit Doctor Details has now been completed successfully.

Related resources

https://my.education.nsw.gov.au/help/platoapps/home/ern/ern-help-index