

15. CareMonkey (offsite trip permission system)

VERY IMPORTANT – PLEASE READ IN FULL

Here at St Peter’s College, we take the health and safety of our students very seriously. **For all offsite trips, we use a health and safety APP named CareMonkey. This app can be downloaded onto your phone or tablet or you can sign in on your laptop/computer.**

The CareMonkey APP is a parent controlled web-based medical form. It’s an electronic version of the paper based forms you’re always having to fill in for trips, camps and any off-site excursions. It provides parents the opportunity to update medical information promptly and accurately while providing the school with instant access to the emergency information provided by you. We will be using the CareMonkey APP in the best interest of our students whilst also reducing the burden on parents to fill out the same information on multiple forms throughout the year.

HERE IS AN OVERVIEW OF HOW CAREMONKEY WORKS:

1. An email will be sent to the primary parental email address for each student with an invitation to sign up and enter health and emergency contact information for their son/s including uploading any Action Plans (eg Asthma Action Plan, Epilepsy Action Plan etc). This health information is entered **ONCE** for your son and you update it if/when relevant healthcare information needs to be added or changed just by logging in and updating
2. When a trip is organised by St Peter’s, a permission request – including relevant information such as date, venue, cost, gear list etc – is emailed to the primary parental email address. The secondary parental email address is also sent a ‘notification only’ email so they are in the loop re trips. The notification email cannot grant permission
3. The primary email address receives the request and, the parent, on their device (laptop, phone, tablet), can grant or deny permission to go on the trip and at the same time confirm health & emergency contact details are correct on CareMonkey. This instantly updates the CareMonkey APP so the school can see the permission status for a student
4. On off-site trips, teachers have instant access to current health & emergency information for students on the CareMonkey App
5. Parents can also log in on their devices to see current permission slips and view if they have responded to requests – plus see any attachments to the trip such as gear lists

TO START WITH YOU WILL RECEIVE AN INVITATION to join CareMonkey and enter details for your son/s. By following the instructions, you can create your own free CareMonkey account and control all healthcare & emergency data about your son/s. Note: the invitation will go to the email address we have on your son’s record in the Res A email address area. As mentioned, permission requests go to the primary email address per student and a notification email is sent to a secondary email address to keep all parents in the loop. The primary parent may share the profile with the secondary parent so either can grant permission.

From the school’s perspective, this information will only be visible by the relevant staff involved in the trip for your son and will be managed in accordance with the Privacy Act.

You don’t need to do anything until you receive the email requesting the information. For new students, you will receive the invitation via email in Term 4 of the previous year. Please look out for it in your Inbox. We appreciate your assistance by signing up and entering your son’s data as soon as possible after you receive the invitation.

Thank you.