Siena College uses Operoo (ex CareMonkey) consent for all camps, excursions and other school activities.

Operoo saves the following information in your daughter's student profile:

- Medical checklist including anaphylaxis, asthma, allergies, seizures, diabetes and associated Medical Action Plans (refer to Medical Information below)
- Medical contacts
- Medicare, health insurance and ambulance insurance details
- Parent/guardian and emergency contacts
- Notes and other care instructions from you

Operoo is managed by parents/guardians, so you are responsible for keeping the information up to date and all data is controlled by you. This information will only be accessed by relevant Siena College staff.

Only one parent/guardian can be the owner (and/or creator) of a student's Operoo profile. Please note that the owner of the student's Operoo profile must be a parent or guardian, not the student.

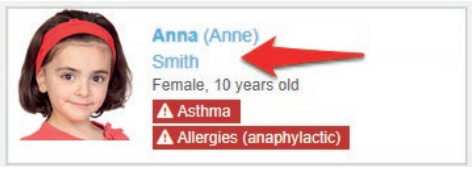
A student's Operoo profile can be shared to another parent/guardian once created. See below for instructions.

SHARING A PROFILE WITH AN ADDITIONAL PARENT/GUARDIAN

An Operoo profile owner/creator can give another person (i.e. a second parent/guardian) 'View Only' or 'View and Modify' access. If **'View Only'** access is given, the additional person can see the profile but not change it. If **'View and Modify'** access is provided, the additional person has the ability to view/modify the profile and respond to eForms in the same way as the profile owner. Please note that with 'View and Modify' access, the additional person will not be able to delete your account or make themselves the profile owner, and they will not have access to any other profiles that you have not specifically shared with them.

To share a profile, follow the steps below:

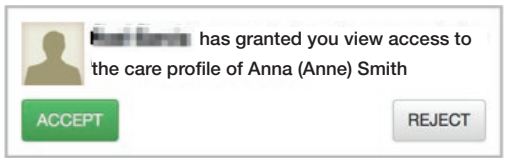
1. Click the profile name or photo



2. Click the green 'Share' button in the Personal Details section

3. Complete the form by providing the name and email address of the person you wish to share the profile with, and specify the Access Type you wish them to have ('View Only' or 'View and Modify'). Then click 'Invite'

4. The person invited to share access will receive an email notifying them of this.
   They will need to set up their own Operoo account in order to view the student profile.



SIENA COLLEGE CAMBERWELL

MEDICAL INFORMATION

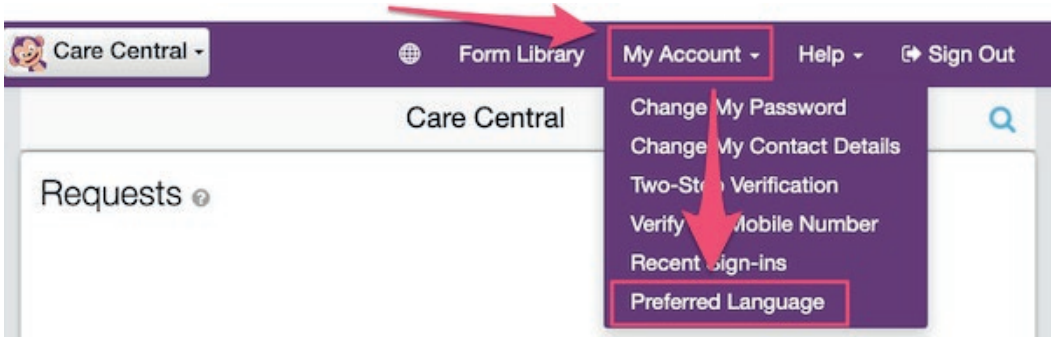
- Siena College requires **three contact names** with three corresponding mobile phone numbers, email addresses and work phone numbers
- **Consent for paracetamol** to be administered whilst your daughter is at school: Please select Yes or No
- Under **Medical Condition** (e.g. allergy to peanuts), please state what reaction occurs and what may help (e.g. mild allergy rash, hives, nausea; please give antihistamine Zyrtec, apply cool compress)
- **Medical Action Plans** (e.g. Anaphylaxis, Asthma): Siena College requires the original coloured Action Plan from your daughter's doctor as this is renewed

If you have any medical information queries, please contact Health Centre Coordinator, Catherine Shewan on 9835 0232 or email **cshewan@siena.vic.edu.au**

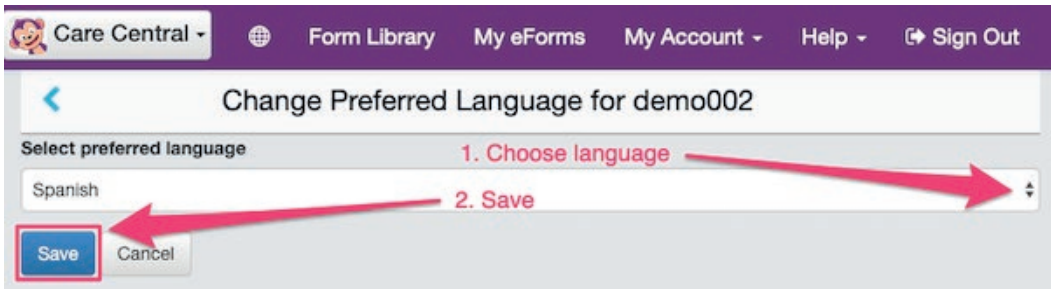
CHANGE LANGUAGE IN OPEROO

Operoo has a multi language support function. Follow the steps below to set your preferred language.

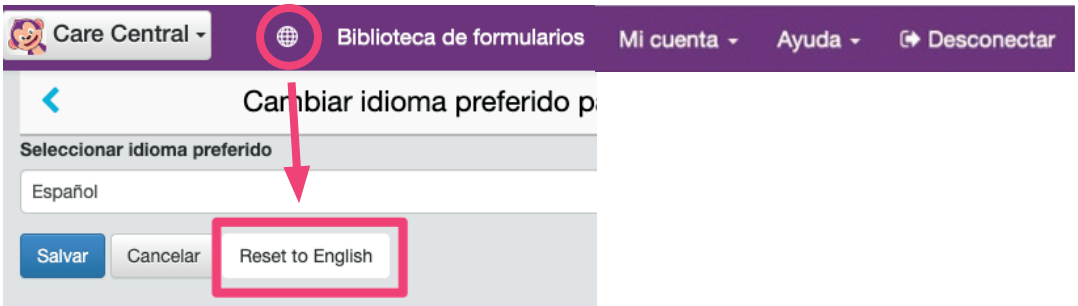
1. Go to My Account > Preferred Language



2. Choose your preferred language and click 'Save'



To change language back to English, click the globe icon in the top menu bar, then click 'Reset to English'



operoo

If you have any difficulties creating/updating your account or student profile, you can visit www.operoo.com/intro-for-parents

The Operoo website also features a live chat function.