

Pupil: Youth Health System	Version 1.0 (AIMHI v4.0)
User manual	Date: 27 June 2006

PUPIL - YOUTH HEALTH SYSTEM

User Manual

Main Menu



data
synthesis

Welcome to the Pupil database!
Keeping an eye on youth health...

- [Search](#)
Search for existing People and their Events and Assessments
- [Add new Person](#)
Add a new Person record and work with events
- [Manage Clinic appointments](#)
Maintain clinics and appointments
- [Print reports](#)
Print reports to Excel, and create Ad-Hoc reports
- [Exit](#)
Exit the database

Logged on as: Jane Purple

www.datasyn.co.nz

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Acknowledgement

The AIMHI data base - Pupil - "keeping an eye on youth health" is a result of a Counties Manukau District Health Board initiative in partnership with the Auckland School nurses group and Data Synthesis Ltd.

We would like to acknowledge all those people who have contributed to this project by generously giving their time and expertise.

Key contribution has come from representatives from the Auckland School Nurses Group in particular all AIMHI nurses.

The writing committee consisted of Gilli Sinclair, Craig Evans, Debbie Greenwood, Jude Woolston, Karlynnne Earp, Diana Verrall, Philippa Bennetts and Dianne Dawson.

An external review was completed in 2006 by Professor Richard McKenzie, to whom we extend our gratitude and acknowledge his wisdom and valuable contribution.



Auckland School Nurses Group



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PUPIL Youth Health System

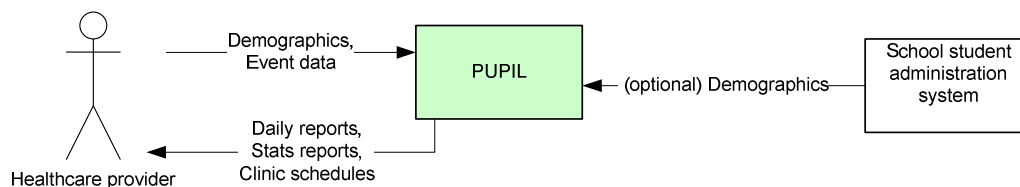
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Introduction

The PUPIL system is a tool to help school nurse's record health data about young people.

It provides a repository of clinical data which can be used to record trends and identify problems.



What's new

Changes in this version:

- Event based system
- Clinic scheduling
- More reports
- Improved search
- Chronic conditions

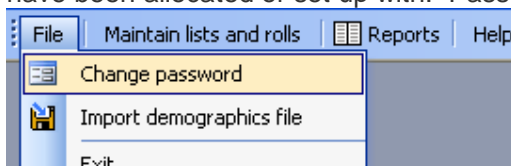
Getting Started

This document is for people who will be entering data into the system and running reports. It assumes that the system has been installed and that clinic and other information has already been updated by your administrator.

There is a separate document, PUPIL_Database_SystemSetUp.doc which explains how to install and set up the PUPIL system.

Log in / security

You will be prompted with a login screen. Enter the name and password that you have been allocated or set up with. Passwords can be changed from the File menu:

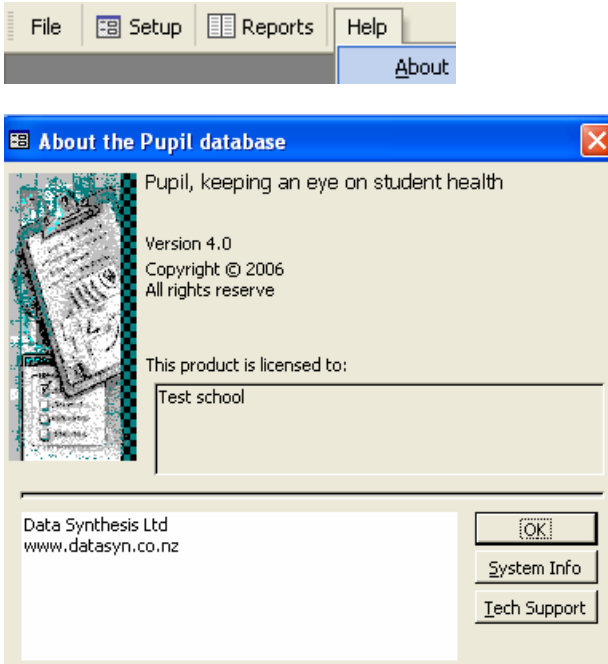


Your administrator will assign your initial password.

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Which version have I got?

Click Help About from the top menu bar:




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The Main Menu

Click the highlighted option:

Main Menu



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- Search**
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Searching

This has multiple tabs to make it easy to find information

Click on a heading to sort. Search by name. Filter by school year

Search...

Back

People Event history Planned events Yr 9 assessments

Search for name Find now

Filter by class By Year

Students Teachers Chronic condition Current referrals

Double-click to select; right click for more options

	Family name:	First name:	Class	Year	Status:	Type:	Gender:	DoB:	Consent Health Check
▶	Aardvaark	Andy	7A	11	Current	Student	Male	20 Oct 90	<input checked="" type="checkbox"/>
▲	Angelfish	Angie	6B	12	Current	Student	Fema	20 Oct 87	<input type="checkbox"/>
▶	Bluenose	Akenese	7A		Current	Student	Fema	20 Nov 85	<input type="checkbox"/>
▶	CARDOMOM	Mosese	6A		Current	Student	Male	27 Jun 88	<input type="checkbox"/>
▶	Cetacean	Christine	7C	1	Current	Student	Fema	12 Oct 96	<input type="checkbox"/>
▶	COURGETTE	Chris			Current	Student	Male	18 Jun 90	<input checked="" type="checkbox"/>
▶	Crustacean	Chris	6A	1	Current	Student	Male	12 Dec 96	<input type="checkbox"/>
▶	Cuttlefish	Chris	6A	11	Current	Student	Male	09 Dec 89	<input checked="" type="checkbox"/>
▶	GARLIC	Jasmine			Current	Student	Fema	26 Apr 89	<input type="checkbox"/>
▶	GINGER	Riaz	6B		Current	Student	Male	02 Jan 89	<input type="checkbox"/>
▶	GREEN	Jane	7B		Current	Student	Fema	25 Feb 90	<input type="checkbox"/>
▶	Jellyfish	Jim		1	Current	Student	Male	12 Sep 99	<input type="checkbox"/>
▶	JONES	Joan	6B		Current	Student	Male	10 May 87	<input checked="" type="checkbox"/>
▶	LIME	Ese	6B		Current	Student	Male	24 Jun 90	<input type="checkbox"/>
▶	Mollusc	Mike	7B	1	Current	Student	Male	31 Dec 95	<input type="checkbox"/>
▶	Octopus	Oliver		12	Current	Student	Male	15 Feb 92	<input type="checkbox"/>
▶	ONION	Agnes	6B		Current	Student	Fema	05 Jan 88	<input type="checkbox"/>
▶	ORANGE	George			Current	Student	Male	28 May 88	<input type="checkbox"/>
▶	PEPPER	Krama	6B		Current	Student	Male	20 Nov 89	<input type="checkbox"/>
▶	Pilchard	John	7A		Current	Student	Fema	23 Mar 90	<input type="checkbox"/>
▶	Prawn	Jim	7A		Current	Student	Male	28 Jan 96	<input type="checkbox"/>

Record: 1 of 31

Double-click anywhere on the row for more details

The chronic conditions & current referrals show slightly different columns:

Back

Refresh

People Event history Planned events Yr 9 assessments

Search for name Find now

Filter by class By Year

Students Teachers Chronic condition Current referrals

Double-click to select; right click for more options

	Family name	First name	Conditions:	AKA	Year	Class	Gender	DoB
▶	Pilchard	John	Asthma, Bronchiectasis	Fuaina		7A	Female	23/03/1991
▶	Bluenose	Akenese	Asthma	Agnes		7A	Female	20/11/1988
▶	Aardvaark	Andy	Asthma, Diabetes			7A	Male	1/01/1991
▶	Angelfish	Angie	Other, Epilepsy, Mental health			6B	Female	20/10/1988
▶	Octopus	Oliver	Asthma	Ollie			Male	15/02/1991

Students
 Teachers
 Chronic condition
 Current referrals

Double-click to select; right click for more options

FamilyName	FirstName	Referred to	Date	Year	Current class	AKA	Gender	DoB
JONES	Joan	Deans	22/05/2006		6B	Rifaaz	Male	10/05/1987
GREEN	Jane	Mangere Youth Centre	22/05/2006		7B	Victoria	Female	25/02/1990
Cuttlefish	Chris	District nurse	22/05/2006	11	6A	Mr C	Male	9/12/1989
Cuttlefish	Chris	Middlemore	22/05/2006	11	6A	Mr C	Male	9/12/1989
Bluenose	Akenese	District nurse	22/05/2006		7A	Agnes	Female	20/11/1985
Bluenose	Akenese	Public Health Nurses	22/05/2006		7A	Agnes	Female	20/11/1985
Aardvaark	Andy	Physiotherapist	3/04/2006	11	7A		Male	20/10/1990
Aardvaark	Andy	Dentists	17/05/2005	11	7A		Male	20/10/1990
Aardvaark	Andy	Awhitia	18/05/2006	11	7A		Male	20/10/1990
Angelfish	Angie	District nurse	15/05/2005	12	6B		Female	20/10/1987

Event history

The Event History tab shows events that have been attended:

Class: (Show all)
 Event type: (Show all)
 Time: Last week, Last month, Last 3 months, Last 6 months, Last 12 months, (Show all)

Double-click to select; right click for more options

Person:	Event type:	Event Date:	Start:	Minutes:	Outcome:	Notes:	Class:	Year:
BLUENOSE, Akenese	Physio clinic	14 Jun 06	9:45	15	Sent home	Y	7A	11
CRUSTACEAN, Chris	Physio clinic	14 Jun 06	10:00	15	Back to class	N	6A	
PRAWN, Jim	Asthma clinic	14 Jun 06	10:00	44	Back to class	Y	6	
ANGELFISH, Angie	Physio clinic	14 Jun 06	10:15	15	Back to class	N	6B	
CETACEAN, Christine	Physio clinic	14 Jun 06	11:00	15	Back to class	N	7C	
SEASNAKE, Sally	Asthma clinic	14 Jun 06	11:00	15	Back to class	N	3	
CRUSTACEAN, Chris	Follow up	13 Jun 06	9:00	165	Back to class	N	6A	9
PILCHARD, John	Opportunistic assessment	13 Jun 06	11:00	115	To Deans	N	7A	9
CARDOMOM, Mosese	Opportunistic assessment	13 Jun 06	12:00	47	Back to class	N	6A	
LIME, Ese	Opportunistic assessment	13 Jun 06	12:00	58	Back to class	N	6B	
PILCHARD, John	Opportunistic assessment	13 Jun 06	14:33	99	Sent home	Y	7A	
ONION, Agnes	Opportunistic assessment	13 Jun 06	15:00	93	Sent home	Y	6B	
TUNA, Terry	Health clinic visit	12 Jun 06	9:30	15	Sent home	N	6C	
CUTTLEFISH, Chris	Health clinic visit	12 Jun 06	10:00	90	Back to class	N	6A	
OCTOPUS, Oliver	Health clinic visit	12 Jun 06	14:15	90	Sent home	N	6A	
CARDOMOM, Mosese	Asthma clinic	02 Jun 06	9:00	20	Not entered	Y	6A	
GINGER, Riaz	Asthma clinic	02 Jun 06	10:00	35	Not entered	Y	6B	

There are warnings in yellow where Case Notes and Outcome have not been filled out for the Event.

Planned events

The Planned Events allow filters on planned events. (see page 17 for the Clinic Appointments screen)

Search...

Back

People | **Event history** | Planned events | Yr 9 assessments

Class: [Show all] | Event type: [Show all] | Time: [Next week]

Event type options: Asthma clinic, Case note History, Follow up, Health clinic visit, Opportunistic assessment

Time options: Next week, Next month, Next 3 months, Next 6 months, Next 12 months, (Show all)

Double-click to select; right click for more options

Person:	Event type:	Planned date:	Start:	Finish:	Class:	Year:
▶ SALT, Kapono	Health clinic visit	13 Jun 06	13:00	13:20	6B	
ANGELFISH, Angie	Opportunistic assessment	13 Jun 06	10:00	10:22	6B	12
SQUID, Sarah	Opportunistic assessment	13 Jun 06	11:40	12:00	6C	
BLUENOSE, Akenese	Opportunistic assessment	13 Jun 06	10:00	10:20	7A	
JONES, Joan	Opportunistic assessment	13 Jun 06	10:20	10:40	6B	
SPINACH, Bettina	Opportunistic assessment	13 Jun 06	11:20	11:40	7A	
CUTTLEFISH, Chris	Asthma clinic	13 Jun 06	13:00	13:20	6A	11
AARDVAARK, Andy	Sexual health clinic	13 Jun 06	10:40	11:00	7A	11

Adding a Person

To import demographics from other systems, please refer to the documentation in the administrator's manual.

To manually add a person, select 'Add new Person' from the main menu.

Add new person

Enter details

Family Name: Aardvaark

First Name: Andy

AKA:

Gender: Male

DoB: 15/02/1994

NHI: PRP1660

Current class: 6A

Year: 12

Type: Student

Other ID: 123456

OK Cancel

The NHI field is for the NZ Health National Health Index number. It has a check on it to only allow valid number.

The Other ID field is for linking to identifiers in other systems (such as a student administration system)

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Main Person screen

Once a person has been added, or searched, the main person screen is displayed.

Name, contact tab

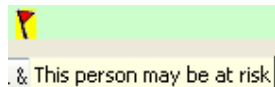
Chronic conditions

Enter one or more from the drop down list.

Warning Flags

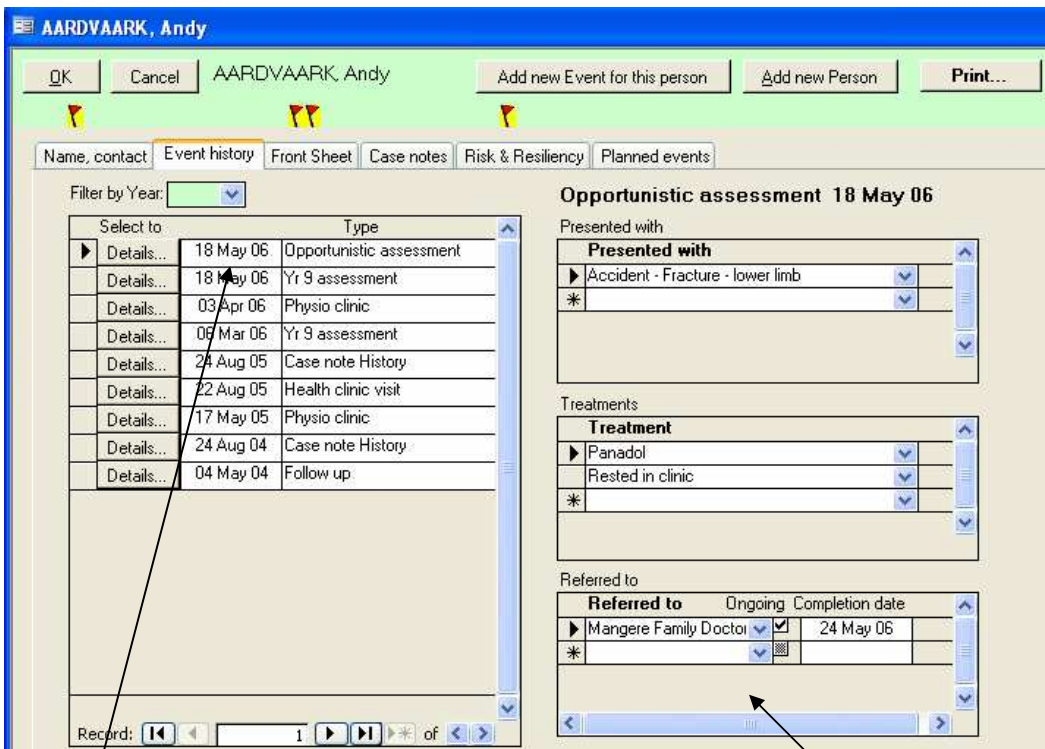
The red flags highlight areas that may be of concern and require follow up.

Hold the mouse cursor over each flag for a brief description. The tab that the flag is over has more details.



Event history tab

Over time a person may have many events.

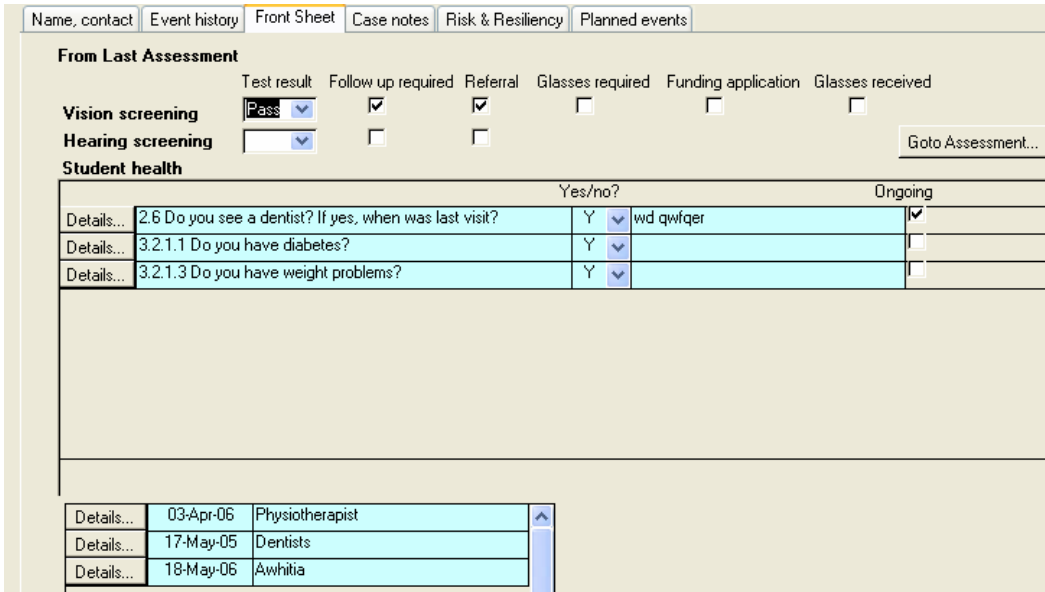


Click each row to see a summary of the event data on the right-hand side.

The 'Details' button opens the main Event screen. See Page 14

Front sheet tab

This provides a summary of data from the last Assessment event, and shows any current, open referrals.



Selecting the 'Details...' button takes you to the main Event screen, see Page 14 for more details.

Case Notes

This provides a summary of notes from all historical events:

Name, contact	Event history	Front Sheet	Case notes	Risk & Resiliency	Planned events
Details...	18 May 06	Jill Blue	Opportunistic assessment		
Details...	18 May 06	Mary Green	Yr 9 assessment		
Details...	03 Apr 06		Physio clinic		
Details...	06 Mar 06		Yr 9 assessment		
Details...	24 Aug 05	Mary Green	Case note History		
Details...	22 Aug 05		Health clinic visit		
Details...	24 Aug 04	Mary Green	Case note History		
Details...	04 May 04		Follow up		

Double-clicking the notes lets you zoom to see more.

Selecting the 'Details...' button takes you to the main Event screen, see Page 14.

Risk and Resiliency tab

This shows the Risk & Resiliency score from the last assessment event:

Name, contact	Event history	Front Sheet	Case notes	Risk & Resiliency	Planned events
From the last Event where Risk and Resilience were entered.					
Risk		Response		Weighting	
Felt anxious	<input type="checkbox"/>				0
Friends/family who have suicided	<input type="checkbox"/>				0
Have you been to more than three schools in the past 2 years	<input checked="" type="checkbox"/>				1
Low mood, depressive disorder	<input type="checkbox"/>				0
Non-heterosexual orientation	<input checked="" type="checkbox"/>				1
Parent with a mental illness or in prison	<input checked="" type="checkbox"/>				1
Reside in under decile three area.	<input type="checkbox"/>				0
School failure, e.g. academic failure, absenteeism, behaviour	<input type="checkbox"/>				0
Sexual abuse	<input type="checkbox"/>				0
Sexually active	<input type="checkbox"/>				0
Subjected to physical abuse	<input checked="" type="checkbox"/>				1
Substance abuse/alcohol	<input type="checkbox"/>				0
Unable to identify parent or significant adult that cares a lot	<input checked="" type="checkbox"/>				1
Witnessing or exposed to family violence	<input checked="" type="checkbox"/>				1
				6	
Resiliency		Response		Weighting	
At least one parent or significant other adult who cares a lot about th	<input type="checkbox"/>				0
Close to at least one parent or significant other.	<input checked="" type="checkbox"/>				1
Do you feel confident saying no.	<input type="checkbox"/>				0
Each week gets to spend enough time with at least one parent (or p	<input checked="" type="checkbox"/>				1
Feel hopes for the future	<input type="checkbox"/>				0
Feel part of school	<input type="checkbox"/>				0
Feel safe at school	<input checked="" type="checkbox"/>				1
Feel safe in their neighbourhood	<input type="checkbox"/>				0
Feel teachers are fair	<input type="checkbox"/>				0
Feel that adults at school care about them	<input checked="" type="checkbox"/>				1
Involvement in dominant culture	<input type="checkbox"/>				0
Involvement in sport, church, youth group	<input type="checkbox"/>				0
Other family members care a lot about them	<input type="checkbox"/>				0
Sexually safe	<input type="checkbox"/>				0
				4	
Goto Event...					

Planned events

This shows upcoming events for the person. See the section on Clinic Appointments for another way to view this data.

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contact	Event history	Front Sheet	Case notes	Risk & Resiliency	Planned events	
Event type:	Planned date:	Start:	Finish:	Status:	Class:	Nurse
Sexual health clinic	13 Jun 06	10:40	11:00	Planned	7A	April Orange
Physio clinic	27 Mar 06	10:15	10:30	Planned	7A	Mary Green
Physio clinic	17 Apr 06	11:15	11:30	Planned	7A	Mary Green

In this screen, if you change the status to 'Attended', the system will prompt you to enter the actual event details.

Adding a new Event

From the main person screen, select the 'Add new event for this person' button.

Enter the event basics:

You can enter the time spent directly and the system will calculate the Finish time.

The main Event screen

The screenshot shows the 'Event' window for 'AARDVAARK.Andy' (Event # 120). The form includes the following fields and sections:

- Date:** 18 May 06
- Start:** 9:00
- Finish:** 9:16
- Outcome:** Back to class
- Time spent:** 16 Mins
- Class:** 7A
- Year:** 12
- Healthcare Provider:** Jill Blue
- Event type:** Opportunistic assessment
- Assessment Tab:**
 - Presented with:** Accident - Fracture - lower limb
 - Treatment:** Panadol, Rested in clinic
 - Referred to:** Mangere Family Doctor (Ongoing), Completion date: 24 May 06
- Case Note:** A large text area containing placeholder text.

Multiple records can be added for Presented with, Treatment and Referred to.

The case notes can be of unlimited length. You can use hot keys to add commonly used phrases to the notes. (These are set from Alt-a through to Alt-j, refer to the administrator manual)

Assessment tab

This lets you enter clinical data together with any questions that have been set up for the event type.

The screenshot shows the 'Assessment' tab for 'Sexual health clinic' (Event # 156). The form includes the following fields and sections:

- Date:** 08 May 06
- Start:** 13:00
- Finish:** 14:15
- Time spent:** 75 Mins
- Class:** 7A
- Year:** 11
- Healthcare Provider:** Jane Purple
- Event type:** Sexual health clinic
- Assessment Tab:**
 - Height (metres):** 1.75
 - Weight (kilos):** 82
 - BMI:** 26.8
 - Waist:** []
 - Blood pressure:** 120 / 92
 - Vision screening:** []
 - Hearing screening:** []
 - Follow up required:** []
 - Referral:** []
 - Glasses required:** []
 - Funding application received:** []
- Questions Table:**

Question	Yes/no?	Number	Free Text	Referred to	Ongoing
Sexuality : What does safe sex mean to you?	[]	[]	[]	[]	[] More...
Sexuality : Are you in a relationship?	[]	[]	[]	[]	[] More...
Sexuality : Who would you talk to about sex?	[]	[]	[]	[]	[] More...
*	[]	[]	[]	[]	[] More...

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BMI and blood pressure

- Enter these fields to track BMI and Blood pressure over time. These are graphed in the Student reports, see page 23

Hearing and Vision

- Enter these fields to track screening results over time. They are available in the Statistic and Yr 9 reports, see pages 21 and 24

Risk and resiliency tab

Risk			Resiliency		
	Response	Weighting		Response	Weighting
Felt anxious	<input type="checkbox"/>	0	At least one parent or significant other adult who cares a lot about you	<input type="checkbox"/>	0
Friends/family who have suicided	<input type="checkbox"/>	0	Close to at least one parent or significant other.	<input checked="" type="checkbox"/>	1
Have you been to more than three schools in the past 2 years	<input checked="" type="checkbox"/>	1	Do you feel confident saying no.	<input type="checkbox"/>	0
Low mood, depressive disorder	<input type="checkbox"/>	0	Each week gets to spend enough time with at least one parent (or other significant other)	<input checked="" type="checkbox"/>	1
Non-heterosexual orientation	<input checked="" type="checkbox"/>	1	Feel hopes for the future	<input type="checkbox"/>	0
Parent with a mental illness or in prison	<input checked="" type="checkbox"/>	1	Feel part of school	<input type="checkbox"/>	0
Reside in under decile three area.	<input type="checkbox"/>	0	Feel safe at school	<input checked="" type="checkbox"/>	1
School failure, e.g. academic failure, absenteeism, behaviour	<input type="checkbox"/>	0	Feel safe in their neighbourhood	<input type="checkbox"/>	0
Sexual abuse	<input type="checkbox"/>	0	Feel teachers are fair	<input type="checkbox"/>	0
Sexually active	<input type="checkbox"/>	0	Feel that adults at school care about them	<input checked="" type="checkbox"/>	1
Subjected to physical abuse	<input checked="" type="checkbox"/>	1	Involvement in dominant culture	<input type="checkbox"/>	0
Substance abuse/alcohol	<input type="checkbox"/>	0	Involvement in sport, church, youth group	<input type="checkbox"/>	0
Unable to identify parent or significant adult that cares a lot	<input checked="" type="checkbox"/>	1	Other family members care a lot about them	<input type="checkbox"/>	0
Witnessing or exposed to family violence	<input checked="" type="checkbox"/>	1	Sexually safe	<input type="checkbox"/>	0
6			4		

Year 9 Assessments

For this event type, the Responses tab in the Event screen changes.

The questions are grouped by Section, and can be filtered by clicking on each section.

Presented with, Treatment, Referral, Yr 9 Assessment, Responses, Resiliency / Risk Factors						
Question	Yes/no?	Number	Free Text	Referred to	Ongoing	
2.1 Who do you see when you are sick?			School nurse			More...
2.2 Who is your family doctor?						More...
2.3 Do you see the same doctor?	Y					More...
2.4 When was last visit to doctor?			Within the past 12 months			More...
2.5 Are there any barriers to accessing health care? If yes, what?	Y		sdlqiw wqf qwf qwwq			More...
2.6 Do you see a dentist? If yes, when was last visit?						More...
2.7 Do you have any illness you see a doctor regularly about?						More...
2.8 What is your condition?						More...
2.9 Have you ever been to hospital?						More...
2.10 Do you attend Outpatient/specialist care?						More...
2.11.1 Have you had any injuries from falls?						More...
2.11.2 Have you had any injuries from burns?						More...
2.11.3 Have you had any injuries from sports?						More...

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Questions are formatted to accept yes/no or number responses (to provide accurate reports), together with free text and referrals. Some have a drop down list of choices.

▶ 2.1 Who do you see when you are sick?			School nurse
2.2 Who is your family doctor			Family member
2.3 Do you see the same doctor?	Y		GP
2.4 When was last visit to doctor ?			Other
2.5 Are there any barriers to accessing health care? If yes, what	Y		School nurse
2.6 Do you see a dentist? If yes, when was last visit?			Traditional Practitioner

Click the More... button to add further information:

Question Response

Back

Healthcare Access

Who do you see when you are sick?

Yes No ?

Number ?

Free Text:

Referred To: Ongoing

Follow Up: Completion Date:

Clinic appointments

Select 'Manage clinic appointments' from the main screen.

Filter by date range:

Back Filter by: Last month Create new schedule... Print

Select a Planned date to work with... Times for Asthma clinic 02-Jun-06

Planned date	Event type	Nurse	Start	Finish	Student	Status:	Class:
Wed 24-May-06	Sexual health clinic	April Orange	9:00	9:20	CARDOMOM, Mose:	Attended	6A
Thu 25-May-06	Physio clinic	Mary Green	9:20	9:40		Planned	
Fri 26-May-06	Asthma clinic	Jill Blue	9:40	10:00		Planned	
Fri 26-May-06	Physio clinic	Mary Green	10:00	10:20	GINGER, Riaz (6B)	Attended	6B
Mon 29-May-06	Physio clinic	Mary Green	10:20	10:40		Planned	
Tue 30-May-06	Sexual health clinic	April Orange	10:40	11:00		Attended	
Wed 31-May-06	Sexual health clinic	April Orange	11:00	11:20	OCTOPUS, Oliver ()	Attended	
Thu 01-Jun-06	Physio clinic	Mary Green	11:20	11:40		Planned	
Fri 02-Jun-06	Asthma clinic	Jill Blue	11:40	12:00		Planned	
Fri 02-Jun-06	Physio clinic	Mary Green	12:00	12:20	CUTTLEFISH, Chris	Planned	6A
Mon 05-Jun-06	Physio clinic	Mary Green	12:20	12:40		Planned	
Tue 06-Jun-06	Sexual health clinic	April Orange	12:40	13:00		Planned	
Wed 07-Jun-06	Sexual health clinic	April Orange	13:00	13:20		Planned	
Thu 08-Jun-06	Physio clinic	Mary Green	13:45	14:00	CRUSTACEAN, Chri	Attended	6A
Fri 09-Jun-06	Asthma clinic	Jill Blue	*				
Fri 09-Jun-06	Physio clinic	Mary Green					

Record: 22 of 29 (Filter) Record: 1 of 14

Select on the row to show scheduled times for the clinic on the left side.

Allocate students to a time by selecting on the student field:

	Start	Finish	Student	
	9:00	9:20	CARDOMOM, Mose:	Att
▶	9:20	9:40		Planned
	9:40	10:00	AARDVAARK, Andy (7A)	
	10:00	10:20	ANGELFISH, Angie (6B)	
	10:20	10:40	BLUENOSE, Akenese (7A)	
	10:40	11:00	CARDOMOM, Mosese (6A)	
	11:00	11:20	CETACEAN, Christine (7C)	
	11:20	11:40	COURGETTE, Chris ()	
	11:40	12:00	CRUSTACEAN, Chris (6A)	
	12:00	12:20	CUTTLEFISH, Chris (6A)	
	12:20	12:40	GARLIC, Jasmine ()	
	12:40	13:00	GINGER, Riaz (6B)	
	13:00	13:20	GREEN, Jane (7B)	
	13:45	14:00	JELLYFISH, Jim ()	
			IONFS, Inan (6R)	

And choose from the drop down list.

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By changing the Status to Attended, the system will prompt you to create an actual event.

12:00	12:20	CUTTLEFISH, Chris	Planned	6A
12:20	12:40		Attended	
12:40	13:00		Cancelled	
13:00	13:20		DNA	
13:45	14:00	CRUSTACEAN, Chri	Planned	



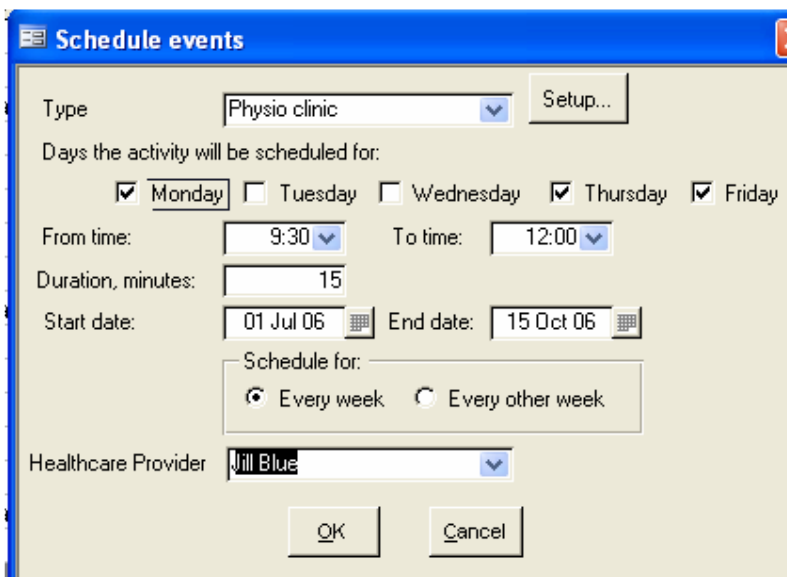
This will take you to the Add new Event screen, see page 13.

You can also add ad hoc appointments by typing in new records:

	Wed 14-Jun-06	Physio clinic	Jane Purple
	15/06/06		

Setting up clinic schedules:

Select the 'Create new schedule' button:

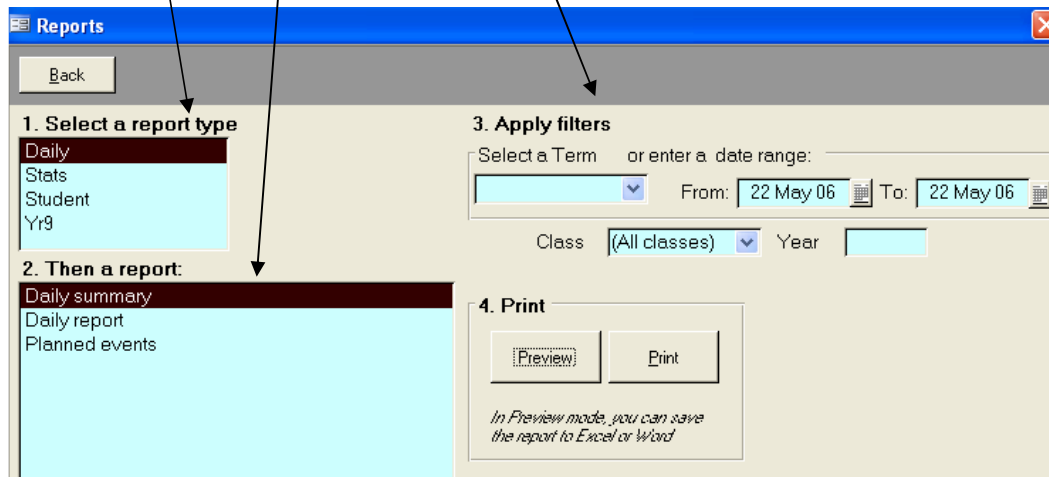


This will create as many future planned events as you specify.

Reporting

Reports are available from the Main Menu, or via the Print buttons on the main person and event screens.

Select a report type, then a report, then filters.



Also, when a report is previewed, you can use the Office Links toolbar to export the report to Word or Excel. (The reports may lose some formatting when opened with Excel or Word.)

There are various reports under each report type

Daily reports

Daily summary

Pupil Keeping an eye on youth health...

Wed 14-Jun-06

Time spent: Outcome

BLUENOSE, Ak enese	9:45	10:00	15	Sent home
CRUSTACEAN, Chris	10:00	10:15	15	Back to class
PRAWN, Jim	10:00	10:44	44	Back to class
ANGELFISH, Angie	10:15	10:30	15	Back to class
SEASNAKE, Sally	11:00	11:15	15	Back to class
CETACEAN, Christine	11:00	11:15	15	Back to class
JELLYFISH, Jim	14:00	14:55	55	Sent home

174 minutes

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Daily report

Pupil Keeping an eye on youth health...

Wed 14-Jun-06

Time spent:

April Orange

CETACEAN, Christine	11:00	11:15	15	Physio clinic	Back to class
ANGELFISH, Angie	10:15	10:30	15	Physio clinic	Back to class
CRUSTACEAN, Chris	10:00	10:15	15	Physio clinic	Back to class
BLUENOSE, Akenese	9:45	10:00	15	Physio clinic	Sent home
			60	minutes	

Jane Purple

JELLYFISH, Jim	14:00	14:55	55	Asthma clinic	Sent home
SEASNAKE, Sally	11:00	11:15	15	Asthma clinic	Back to class
PRAWN, Jim	10:00	10:44	44	Asthma clinic	Back to class
			114	minutes	
			174	minutes	

Planned events

Pupil Keeping an eye on youth health...

Wednesday 14 Jun 06

Asthma clinic

Jane Purple

9:30	9:45	- Av ailable -		Planned
9:30	9:45	- Av ailable -		Planned
9:45	10:00	BLUENOSE, Akenese	7A	Attended
9:45	10:00	- Av ailable -		Planned
10:00	10:15	CRUSTACEAN, Chris	6A	Attended
10:00	10:15	PRAWN, Jim	6	Attended
10:15	10:30	- Av ailable -		Planned
10:15	10:30	ANGELFISH, Angie	6B	Attended
10:30	10:45	- Av ailable -		Planned
10:30	10:45	- Av ailable -		Planned
10:45	11:00	- Av ailable -		Planned
10:45	11:00	- Av ailable -		Planned
11:00	11:15	SEASNAKE, Sally	3	Attended
11:00	11:15	CETACEAN, Christine	7C	Attended
11:15	11:30	- Av ailable -		Planned
11:15	11:30	- Av ailable -		Planned
11:30	11:45	- Av ailable -		Planned
11:30	11:45	JELLYFISH, Jim		Attended
11:45	12:00	- Av ailable -		Planned
11:45	12:00	- Av ailable -		Planned

Physio clinic

Jane Purple

9:00	9:15	SPINACH, Bettina	7A	Planned
10:45	11:00	TOMATO, Joe	6B	Planned
11:00	11:35	CRUSTACEAN, Chris	6A	Planned

Pupil: Youth Health System	Version 1.0 (AIMHI v4.0)
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Statistics reports

Statistics report

Pupil Keeping an eye on youth health

Between 1/05/2006 and 18/06/2006

<i>Presented with</i>	#	
Accident		
Crush Injury	1	
Dislocation	2	
Foreign Body in eye	1	
Foreign Body in skin	2	
Fracture - lower limb	1	
Minor Head Injury	1	
Sprain / Strain	1	
	9	45%
Cardiac		
Rheumatic Fever	1	
	1	5%
Dental		
Broken tooth	1	
	1	5%
Dermatology		
C/o rash	1	
Cellulitis	1	
Infection (skin)	1	
	3	15%
Mental Health		
Tearful	1	
	1	5%
Musculoskeletal		
Backache	1	
Stiff neck	1	
	2	10%
Neurology		
Collapse	1	
Epilepsy	1	
	2	10%
ORL		
Earache	1	
	1	5%

20

<i>Treatments</i>	#	
Contacted Family	1	4%
District Nurse	1	4%
Dressing	6	25%
Education: Discussion & Advice	2	8%
Food Given	2	8%
H2O	2	8%
Heath Checks	2	8%
Panadol	2	8%

24

Referred to	#	
Deans	2	18 %
District nurse	2	18 %
Ear clinic	2	18 %
Mangere Family Doctors	1	9 %
Mangere Youth Centre	1	9 %
Middlemore	1	9 %
Northern hospital schools	1	9 %
Public Health Nurses	1	9 %

11

Outcome / sent to	#	
Back to class	23	39 %
Not entered	16	27 %
Sent home	14	24 %
To Councillor	2	3 %
To Deans	3	5 %
To senior management	1	2 %

59

Age range

Events between 1/05/2006 and 18/06/2006

Age	# events	
Asthma clinic		
6	1	14%
9	1	14%
10	2	29%
14	1	14%
17	2	29%
	7	12%
Follow up		
9	1	50%
18	1	50%
	2	3%
Health clinic visit		
10	1	20%
14	3	60%
16	1	20%
	5	8%
Opportunistic assessment		
14	1	13%

Hearing & Vision

Pupil Keeping an eye on youth health...

Tests between 1/04/2006 and 18/06/2006

Hearing

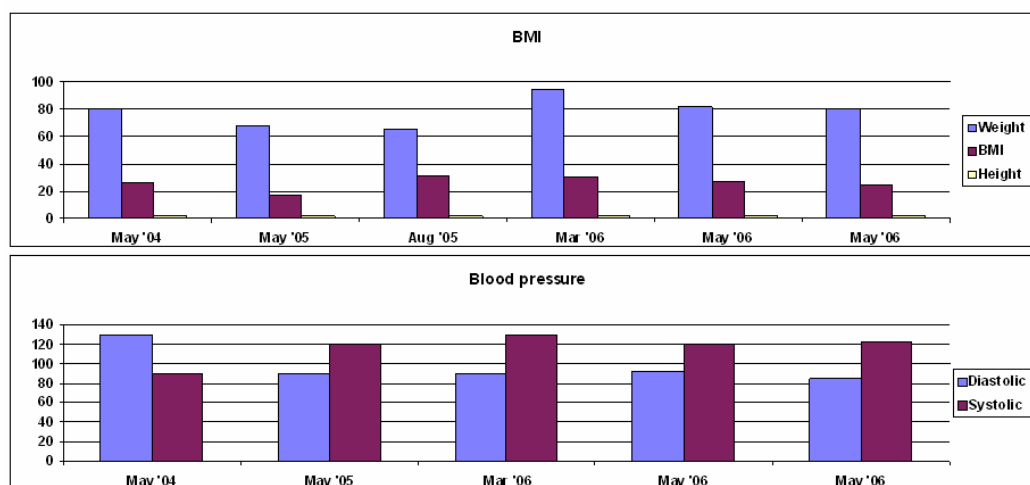
	Referred	Follow up required	Follow up received	Other treatment required
#	8	9	5	3
#				
Fail		4 12%		
Not tested		26 76%		
Pass		4 12%		
		34		

Vision

	Referred	Follow up required	Follow up received	Glasses required	Other treatment required
#	2	0	0	2	0
#					
Fail		2 33%			
Not tested		3 50%			
Pass		1 17%			
		6			

Student reports

AARDVAARK, ANDY (7A) STUDENT # 54746



Pupil: Youth Health System	Version 1.0 (AIMHI v4.0)
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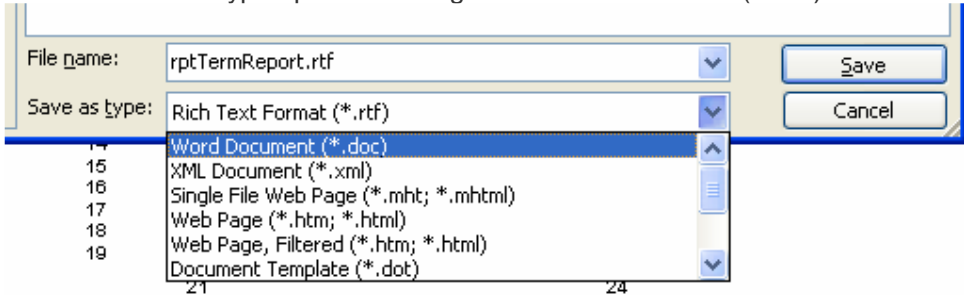
Term Report (AIMHI)

Select your Term, then Preview, Print or export to Excel. It is normally 3 or 4 pages.

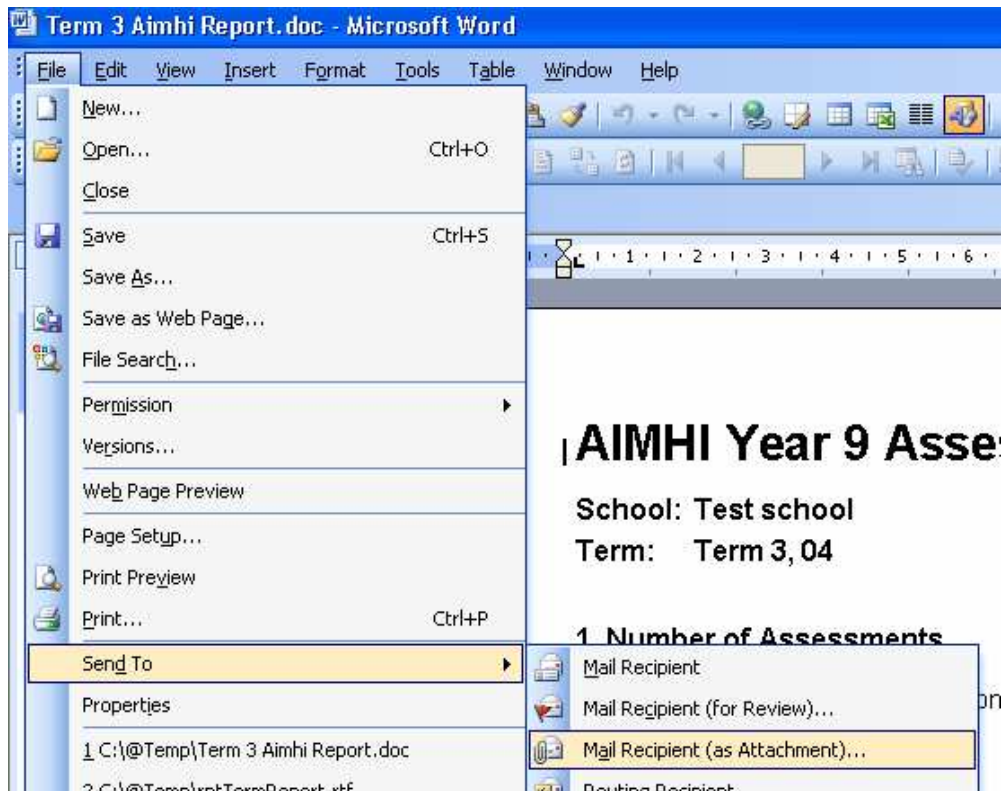
Emailing the Term Report

Press the 'Open with Word' button from the screen.

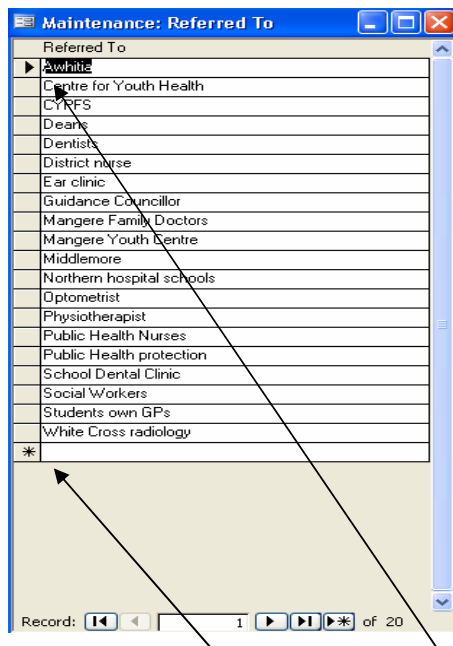
Once the report is opened in Word, go File, Save As, rename if necessary and make sure the Save as type option is changed to 'Word document (*.doc)'



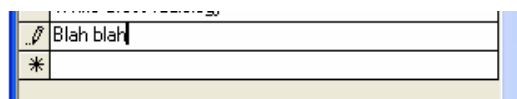
This can then be emailed to other recipients from Word:



General Interface notes / beginners guide

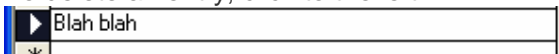


Add a new record here: The current record:

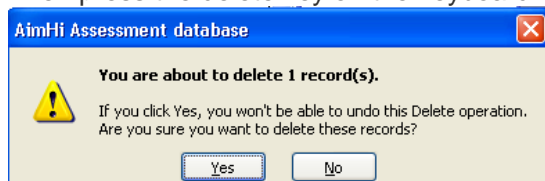


The icon changes to a pencil to indicate writing a new record. Press F9, or move off the row to save.

To delete an entry, click to the left:



Then press the delete key on the keyboard:



- There is one warning before the record is deleted. This mechanism applies throughout the system.
- Use the 'Esc' key on your keyboard to back out of an action, or if you get stuck.

- Date fields have a pop up calendar that is activated by double-clicking on the particular date field:

