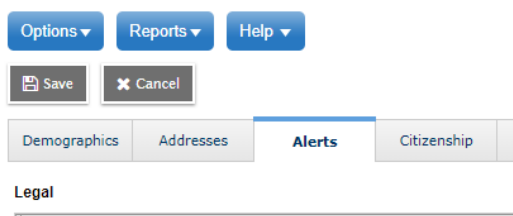


Alerts in MyEdBC

There are multiple alerts in MyEdBC that can be added to a student's details. Legal and Medical (life threatening) alerts also require the creation of an 'inclusion' as they are required by the Ministry of Education to be reported on the Permanent Student Record (electronic or paper format) as an inclusion. Other inclusions include a legal name change or that a student is registered with the school as a home schooler.

Entering Alerts in MyEdBC

1. In the School View >Student TT >choose student and click into the details.
2. Click on the "Alerts" sub-top tab



The screenshot shows the 'Alerts' tab selected in the MyEdBC interface. At the top, there are buttons for 'Options', 'Reports', and 'Help'. Below these are 'Save' and 'Cancel' buttons. The 'Alerts' tab is highlighted, and below it, there are tabs for 'Demographics', 'Addresses', 'Alerts', and 'Citizenship'. Under the 'Alerts' tab, there is a section labeled 'Legal' with a text input field.

3. Determine the type of alert you wish to enter. Legal, when you have an official provincial court/custody order; medical, when there is a life-threatening illness and you have collected the accompanying forms from the parent; other, for family, health and information alerts.
4. In the appropriate alert section, click on the 'add' button. Enter a sequence number if you are adding more than one of any single type of alert. In the description section, start with "Date of Entry" and include the date you are entering the alert. Please see examples below. Click OK.
5. If you are entering any alerts other than the Legal and Medical (life-threatening), you must remember to choose the appropriate icon. If you do not choose an icon, an 'exclamation point'  will appear in the student's breadcrumb trail. The meaning of this icon requires your attention in the alerts for a student. Go to the alerts of the student and you will easily see the one that is missing the appropriate icon.

Other			
	SeqNo	Description	Icon
☐		Allergic to Penicillin - breaks out in a rash	
☐		Food sensitivities to gluten, dairy, eggs and grap...	

6. **Remember:** a parent can see what is input for alerts through their *MyClass* account. Be concise and professional with your entries.

Legal Alerts

- Legal Alerts must be entered in MyEdBC whereby the parents of a student have a custody order in place that affects the student
- For every legal alert entered into MyEdBC, ensure that a copy of the custody order has been submitted to the office by the parent. **No custody order means no legal alert**
- Enter legal alerts into MyEdBC following the format in the samples below:

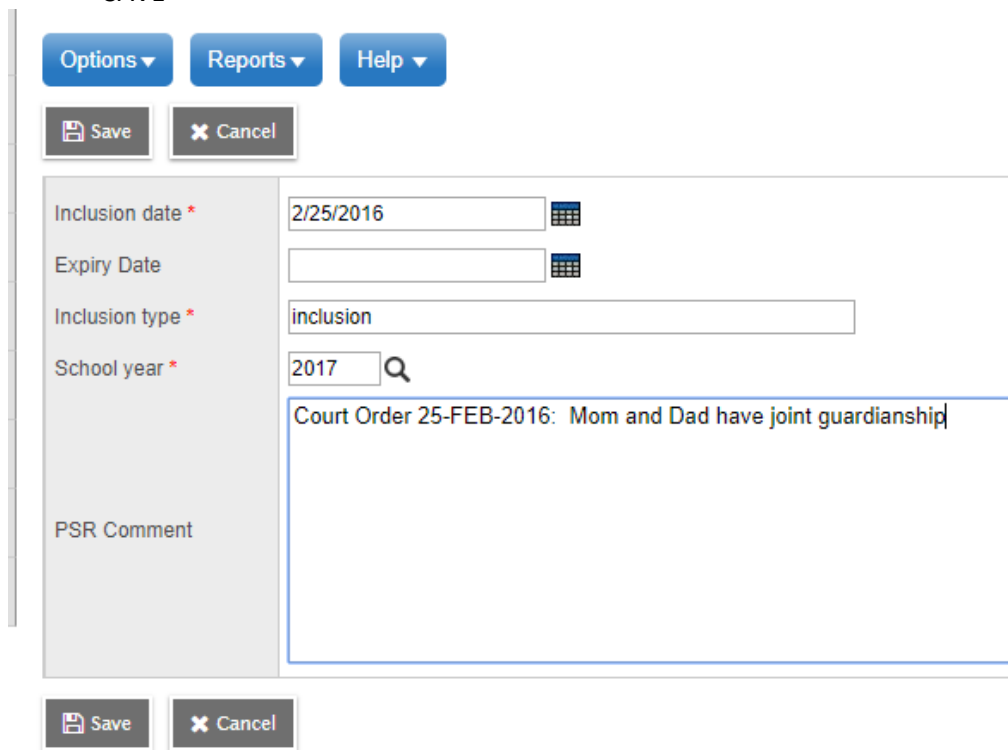
Example 1: Date of Entry: 06-Jan-2016
 Provincial Court Order: 25-Feb-2016
 Mother and Father have joint custody and guardianship

Example 2: Date of Entry: 7-Oct-2010
 Provincial Court Order: 25-Jun-2010
 Mom has sole guardianship

- **Create an electronic PSR inclusion**

- Student TT >select Student >Transactions ST >**inclusions** sub-side-tab
- Options >Add
 - Inclusion date: date of entry
 - Expiry date: expiry date of the court order
 - Inclusion type: **inclusion**
 - School year: use magnifying glass to choose current school year
 - PSR Comment: Court Order 25-FEB-2016: Mom and Dad have joint guardianship

SAVE



Options ▾ Reports ▾ Help ▾

Save Cancel

Inclusion date * 2/25/2016 

Expiry Date 

Inclusion type * inclusion

School year * 2017 

PSR Comment Court Order 25-FEB-2016: Mom and Dad have joint guardianship

Save Cancel

Medical Alerts (life threatening)

- Life Threatening Medical Alerts for students are entered into MyEdBC as “medical” alerts and must also have **accompanying district medical paperwork** (Type 1 Diabetic Action Plan, Anaphylaxis Student Emergency Procedure Plan, Seizure Action Plan, or Medical Intervention form) completed by the parent in the office’s medical binder

- Enter medical alerts into MyEdBC following a similar format in the samples below:

Example 1: Date of Entry: 14-Jul-2017

LIFE THREATENING **Type 1 Diabetes**

Medication: Glucagon in the classroom

Example 2: Date of Entry: 11-Mar-2016

LIFE THREATENING **allergies** to bees, yellow jackets, wasps

Medication: Benadryl & Epi-Pen on student (in backpack)

Example 3: Date of Entry: 22-Jan-2015

LIFE THREATENING **allergies** to peanuts, seafood, latex, penicillin

Medication: Epi-pen junior in student waist pack and single dose kept in medical room.

Example 4: Date of Entry: 22-Sep-2017

LIFE THREATENING **Epilepsy**. Epileptic seizures frequently occur

Medication in the medical room

Example 5: Date of Entry: 22-Jan-2014

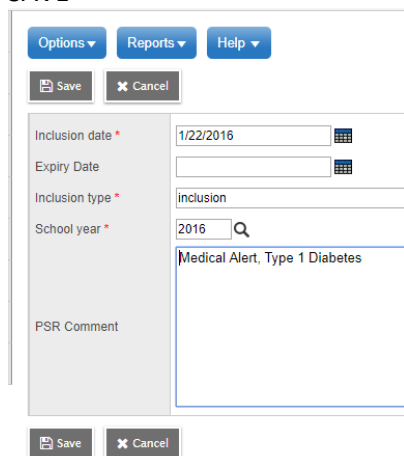
LIFE THREATENING Severe Hemophilia

Medication in the medical room

- Create an electronic PSR inclusion**

- Student TT > select Student > Transactions ST > **inclusions** sub-side-tab
- Options > Add
 - Inclusion date: date of entry
 - Expiry date: blank
 - Inclusion type: **inclusion**
 - School year: use magnifying glass to choose current school year
 - PSR Comment: Medical Alert, Type 1 Diabetes

SAVE



The screenshot shows a web-based form for adding a PSR inclusion. At the top, there are three buttons: 'Options', 'Reports', and 'Help'. Below these are 'Save' and 'Cancel' buttons. The form fields are as follows:

- Inclusion date ***: 1/22/2016 (with a calendar icon)
- Expiry Date**: (empty field with a calendar icon)
- Inclusion type ***: inclusion
- School year ***: 2016 (with a magnifying glass icon)
- PSR Comment**: Medical Alert, Type 1 Diabetes

At the bottom of the form, there are 'Save' and 'Cancel' buttons.

Health Alerts 🏥

- Any non-life threatening medical information should be created as a health alert. Depending on the health situation, a Medical Intervention form may be required.
- **Do not** create health alerts for students who require medications on a temporary basis (ie completing a round of antibiotics for an infection) **but** ensure that you have a Medical Intervention form.
- Ensure you provide a concise description of the health situation for the student. Simply entering “gelatin” without any description isn’t terribly beneficial to staff or, potentially, health professionals if the student is taken to the hospital by ambulance.
- Enter health alerts into MyEdBC following a similar format in the samples below:
 - Example 1: Date of Entry: 22-Sep-2016
 Non-life threatening allergy to peanuts
 Medication (Benedryl) in the office
 (Parent must complete a Medical Intervention Form)
 - Example 2: Date of Entry: 22-Sep-2016
 Non-life threatening allergy to dairy, gluten and egg whites
 - Example 3: Date of Entry: 22-Sep-2016
 Student suffers from frequent migraines

Family Alerts 👨‍👩‍👧

- Any family information for a student that is not considered ‘legal’ should be entered as a family alert.
 - Example 1: Date of Entry: 22-Sep-2016
 Student lives with mother on week days and father on weekends. Dad picks up after school Fridays. Can contact either parent any time during school hours. No custody issues.
 - Example 2: Date of Entry: 22-Sep-2016
 Father has supervised visits and is not permitted to pick up student from school.

Information Alerts ⓘ

- Important information for students that does not ‘fit’ into any of the legal, medical, health or family alert fields should be entered as an information alert.
 - Example 1: Date of Entry: 22-Sep-2016
 Student’s family follows a strict vegetarian diet. Do not offer the student any animal products.
 - Example 2: Date of Entry: 22-Sep-2016
 Student’s mother suffers from chronic migraines and will often send the emergency contact to pick up student from school.