



ST MARY'S  
COLLEGE

Dear Parents and Carers,

As part of our risk management, St Mary's College utilises Consent2Go (C2G) for updating student health information and managing excursions. An invitation for a full profile update will soon be sent from C2G. Please check your spam or junk folder if you do not receive your email.

### Full Profile update

The system will request a full 'details update' which we ask you to please complete. Permission to administer pain relief on site and prescription medication and pain relief on overnight excursions has been added.

To make this process easier please have:

- Up-to-date names and contact details for *Emergency Contacts* (**in addition** to Parents/Carers)
- Doctor's practice name, address and phone number handy
- Child's vaccination records ready to upload\*
- **Have relevant *action plans* ready to upload e.g. asthma, anaphylaxis, diabetes or epilepsy**
- **Do not** upload confidential doctors' or psychologists' reports. Please send these to St Mary's College Lantern staff to ensure confidentiality
- Have phone numbers in the format of 03 XXXX XXXX and mobiles as XXXX XXX XXX

*Both parents/carers need to please check the initial email, and have an individual email to allow access to the app.*

This update will allow you to include non-medical dietary requirements as well as any medication and health issues (including medical dietaries) that relate to your child.

Selecting '**Information only**' will not flag an alert for teachers so please only use this for appropriate issues e.g. allergic to Penicillin. Select '**Non-Urgent**', '**Urgent**' or '**Life-Threatening**' as appropriate e.g. mild asthma as non-urgent, severe asthma as urgent or life-threatening.



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There are limited options available to make risk management easier. Please select the most appropriate option with '**other**' being selected only as a last resort.

Please keep the information succinct. Here are some examples:

- Condition – Anaphylaxis
- Trigger – tree nuts, jack jumpers. \*Please only select 'other' if no other option will suffice.
- Please **also** add 'Allergy to Food, Environment etc.' where relevant
- Symptoms – cough, wheeze, areas of swelling
- Medication – EpiPen Junior/Green, EpiPen Adult/Yellow, Anapen
- Dosage – three-second injection
- Care Instructions – avoid nuts, can have cooked egg

The clearer the information the faster we can assist your child in an emergency. You may receive a phone call to confirm details in the system. Please update information for temporary issues that may affect student health, safety, and participation in class activities e.g., broken leg.

**All** health issues and medication taken (including at home) should be listed. Where students may require medication during school activities it should be supplied in original containers or a Webster Pack with a signed medication form (doctor and parents/carers) and delivered to Student Services. Dosage information must be provided in C2G.

Parents and carers with students required to take medication during school hours are to please complete the [St Mary's College Medication Administration Authorisation form](#) either digitally and email to [whs@smc.tas.edu.au](mailto:whs@smc.tas.edu.au) or fill out in hard copy and deliver to Student Services.

\*A copy of your child's immunisation record can be accessed from your myGov account by following this guide, [www.humanservices.gov.au/individuals/online-help/medicare/getting-your-immunisation-history-statement-using-your-medicare-online-account](https://www.humanservices.gov.au/individuals/online-help/medicare/getting-your-immunisation-history-statement-using-your-medicare-online-account)



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COLLEGE

If you need to create a myGov account please visit:

[www.humanservices.gov.au/individuals/online-help/create-mygov-account](http://www.humanservices.gov.au/individuals/online-help/create-mygov-account)

Children over 14 will need their own myGov account.

## FAQs

### ***I have not received my email from C2G for the update. What should I do?***

Our update request will be sent out within a week. If you don't receive it within that time, please contact the College on 03 6108 2560 or email Risk and Compliance at [whs@smc.tas.edu.au](mailto:whs@smc.tas.edu.au).

### ***Where is this information stored?***

In line with Australian Privacy Principles, this information is stored in a Tier 1 environment within Australia. Tier 1 is the set of high-performance hard disks that store an organisation's most critical information.

### ***C2G won't go to the next screen***

Please check for any red icons which will indicate a compulsory field that needs to be completed before you can progress to the next step.

### ***Can I have a hard copy of the form? I don't want to do this online.***

To ensure health records are up to date St Mary's College will require all excursions and incursions to include a check of current health conditions. To minimise risk, we will not retain information in any other form.

### ***Where do I download the app?***

The app can be accessed from both Google Play and the Apple store; additional information on registering for the app is presented below.

Should you have any concerns please feel free to contact the College on 6108 2560 or email Risk and Compliance at [whs@smc.tas.edu.au](mailto:whs@smc.tas.edu.au).



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# Registering for the Consent2Go Parent App

Available to all parents registered on Consent2Go, the Consent2Go Parent App is a powerful tool for parents to manage and update their child's care information, approve excursions, and much more. To register, please follow the steps below:



**Download the Consent2Go App from the Apple or Play Store**



**Open the application and select 'Register'**

All parents must register in the app prior to using it. If the parent has no students in Consent2Go, or is sharing an email address with another parent, they will be unable to register.



**Enter the email linked to your Consent2Go account**

The email linked to your Consent2Go account will be the same email you conduct profile updates with.



**Create a password for your Consent2Go login**

Once your email address is confirmed, you will be required to create a password to use for logging into Consent2Go's Parent App



**Enter the registration code emailed to you by Consent2Go**

Enter the code emailed to you by Consent2Go to finalise the registration process.