



25th July 2022

Re: Edulink, Medical Information and Consents

Dear Parent/Carer

I am writing to you today to bring your attention to a really significant part of the transition process. Edulink One is the school's communication platform and how we gather information on students. This information includes the student's medical needs and up to date contact details such as parental emails and telephone numbers. In this letter I have enclosed a guide on how to ensure these details are correct for September. Alongside this letter you have been issued your log in details for Edulink One and these should arrive in your email inbox tomorrow. Please check your junk inbox if these do not arrive in the next few days and then contact the school on data@rushcliffe.notts.sch.uk who will be able to re issue them.

Edulink One, is also the location in which we communicate on a regular basis with parents, and is the location that you are able to access a range of information for your child including:

- Their timetable
- Details of any achievement and/or behaviour points issued to them
- A summary of their attendance at school
- Copies of their progress reviews and reports
- A copy of their examination timetable

Whilst I have previously asked for anyone on a health care plan or with regular medication to contact Nicola Roberts (School Nurse) we now require information from all students. To update the information please use Edulink One and follow the instructions attached. We are also asking that parents complete this for students who have no specific medical needs by simply typing 'No medical needs' into the information box. In doing so, it enables us to act quickly in an emergency instead of having to contact you and find out if there is any relevant information we need to be aware of. As mentioned above and previously if your child has any specific medical issues, health care plans or requires support with their medication, then please contact Nicola Roberts via the school telephone number.

furthermore, prior to the students starting in September we also require consent for a variety of aspects of school life and these are listed below. An instructional guide is also available at the end of this document to guide you through this.

- Emergency Medical Consent
- Biometric data consent – payment in the canteen (Consent is assumed unless we are informed otherwise – see attached sheet for info)
- Photography and video consent
- Schools visits consent (You need this prior to Walesby, alongside the online consent form in the Walesby letter)

We politely request that all the information is completed ASAP and by August 29th at the latest, ready for when students begin the school year. Please do not assume we get any medical information or consent from Primary schools.

Yours faithfully

Lyndon Crawley
Assistant Principal

Summary

- You will get log in EdulinkOne details tomorrow
 - If not arrived, check junk and then email data@rushcliffe.notts.sch.uk who will assist you.

Actions needed by parents/future pupils:

- Log into EdulinkOne as shown below and update your:
 - Contact details
 - Medical information
 - Consents

1: Logging into Edulink One

1. Open <https://www.edulinkone.com/> or using the mobile application.



2. Enter the school ID 'Rushcliffe'
3. Enter username and Password
For year 6 students this will be sent in a separate email. For those already at the school, if you do not have this you will need to contact data@rushcliffespencer.com who will provide log in details

2: Accessing the Medical Information Form

1. After logging in you will be directed to a window displaying various headings
2. Select the 'Forms' area (Green circle on right hand side)
3. You will see a 'Medical Update Form' box. Select it, input any information you would like us to know about your child's medical needs then click save to submit the form.

NOTE: If your child has no specific medical needs, please type 'No Medical Needs'.

3: Updating Generic Details & giving Consent

Checking and Updating Information

1. Select the 'Update Information' area
2. On the left-hand side of the screen will be the parent/carers name and the students.
3. Select each and check all the information. This will be prefilled with the information that the school has. In this section you are enabled to view and edit these details, before saving them. The changes are then reviewed by the school and then updated on Edulink One.

Giving Consent

1. From the main menu select 'update information'
2. Select the pupils name
3. Scroll to the bottom of the document, where you will see 'parental consents'
4. Select 'parental consents' and 'check the relevant boxes.'
5. Click save in the bottom left corner.
A description of each of these consents is found on the bottom of this document.

- In the web browser, a parent can click on the relevant individual to view the editable fields.
- In the app a parent can switch between individuals using the two-way arrow symbols (located at the end of the name)
- An editable field can be amended at any time and the requested amendments are submitted to the school by clicking the 'save' button.

General Data Protection Regulation 2018: the school has a duty to protect this information and keep it up to date.

Emergency Medical Consent:

The pupil to receive medication and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

Biometric Data:

The pupil's biometric data to be stored and utilised to provide access to the Cunningham's Impact cashless catering, school library books, Cunningham's electronic registration (sixth form) and Paxton door access systems.

Photograph/Video:

Photographs and videos of the pupil to be used for promotional or training purposes including on in-school displays, our website, school social media and school prospectuses.

School Visit:

The pupil to attend PE fixtures and non-residential, non-adventurous educational visits.

Data Updated in 2021/22

This indicates to the school that all information held by the school about the pupil is correct and up to date as of September 2022