

CONSENT2GO – How to Guide

When your child is invited to attend an incursion, excursion, sporting event or other activity requiring parental / guardian consent, you will be sent an email from Ballajura Community College asking you to provide consent for your child to attend.

The following is a step-by-step process on how to do this.

If you have any questions please contact the College on 9262 7777.

Step 1 - Email will be sent from Ballajura Community College

You will receive an email similar to the one below from the College. It will provide you with an overview of the event, the date, time, transport (if applicable), dress code and venue.

From: Ballajura Community College - [MCBSchools] <admin@mcbsschools.com>
Sent: Monday, 21 February 2022 12:09 PM
To: Ballajura Community College <Ballajura.CC@education.wa.edu.au>
Subject: Ballajura Community College - Invitation for Mary AA Poppins



Ballajura Community College

Dear Mr Peter Pan,

Mary AA Poppins has been invited on an Academic excursion.

Monday 30 May, 2022
5:00 PM to 10:00 PM

Drone Light Show

Notes: Students must bring

- hat
- own food and drinks
- something to sit on such as picnic blanket

Please note that this event includes flashing lights

Information: Travel to Perth to watch the City of Perth drone light show



This is a compulsory excursion

Transport

Transport will be provided, departs at **05:00 PM** and returns at **10:00 PM**

Dress

School Uniform

Venue

Langley Park, 103 Birdiya Dr, Perth WA 6004, Australia



Excursion Numbers

1

RSVP

Sunday, May 29, 2022

Confirm Mary's attendance

Step 2 – Click CONFIRM ATTENDANCE

This will take you to the Consent2Go portal where a summary page of the event will be shown – exactly the same as shown in the email – together with 2 buttons to advise if your child is

- ATTENDING
- NOT ATTENDING



Transport

Ballajura Community College transport will be provided, departs at 05:00 PM and returns at 10:00 PM



Dress

School Uniform is required



Venue

Langley Park, 103 Birdiya Dr, Perth WA 6004, Australia



Excursion numbers

Limited to 1



Tuesday, 22 February 2022

Mary is attending

Mary is not attending

Step 3 – Click on the blue OR red button to advise if your child is attending the event OR is not attending the event

The first time you use Consent2Go you will be asked to confirm the date of birth of your child. This is an added security measure.

Verify Student Date of Birth ×

As this is the first time this email address has been used to access the system, we need you to verify the details below.

Please enter the date of birth of **Mary AA Poppins**:

Day Month Year

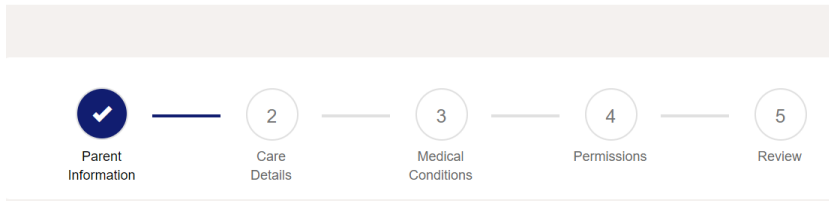
You must enter your child's date of birth to proceed.

Step 4 – Excursion details

The process for confirming attendance for the event is shown at the top of the screen.

1. Parent Information
2. Care Details
3. Medical Conditions
4. Permissions
5. Review

EXCURSION INVITATION



Step 5 – Parent / Guardian Details

Review the details that show on the *Parent / Guardian Details* screen. Please complete any missing information and/or update any incorrect details on this screen.

Step

Parent/Guardian Details

Undo Changes ↺

Title

Mr

First name

Peter

Surname

Pan

Work phone number

🇺🇸 (08) 9262 7777

Mobile

🇺🇸 +61

Email

ballajura.cc@education.wa.edu.au [Change Email](#)

Step 6 – Address and Home Phone

Please review and complete any missing address and contact information and/or update the information if required.

Address and Home Phone

Undo Changes ↺

Home phone number

🇺🇦 • (08) 9262 7777

Residential Address

123 Neverland

Suburb

Perth

State

WA

Postcode

6000

Country

Australia

Step 7 – Click NEXT to move forward



Step 8 – Health & Medical Information

It is essential that the medical and care details of your child are up to date and accurate. Failure to provide the College with accurate information regarding the health and medical requirements of your child may impact the ability of our staff to appropriately care for your child.

All medical conditions must be supported by a relevant Medical Plan from a doctor or medical practitioner.

Step 9 – MEDICARE INFORMATION

The Medicare Details of your child must be entered.

Enter Mary's Medicare Details:

Undo Changes ↺

Medicare Number

1234 56789 0 ✓

Medicare Line

2 ✓

Valid To

01/26 ✓

- Medicare Card
 No Medicare Card
 Medicare Card details unknown

Step 10 - DIETRY REQUIREMENTS

If applicable, the dietary requirements of your child must be noted together with the appropriate care details.

You are able to enter more than 1 Dietary Requirement.

Medicare Card

Medicare Card

No Medicare Card

Medicare Card details unknown

Dietary requirements

Yes No Does Mary have any non-medical dietary requirements?

Dietary Requirement 1

Halal

None

Vegetarian

Vegan

Halal

Pescetarian

No red meat

No pork

No dairy

Fasting

Kosher

No beef

Gluten-Free

Lactose Intolerant

Edit

- Surgery Mobile

Back Next

Step 11 - MEDICAL CONTACT DETAILS

The details of your child's medical doctor must be entered - including contact details and address.

Enter Medical Contact Details:

Undo Changes

Family Doctor Name

Dr Hook

Family Doctor Surgery Name

Dr Hook & Sons

Surgery Mobile

+61 (08) 9222 2222

Address

1234 Neverland Street

Suburb

Perth

State

WA

Post Code

6000

Step 12 - MEDICAL CONDITIONS

If your child has

- a medical condition that may impact their ability to participate in events and/or excursions OR
- a medical condition that may require care and/or medication

then this information must be provided in this section.

Click on **ADD MEDICAL CONDITION** and then select the appropriate medical condition from the list shown.

If your child's medical condition is not shown, please select OTHER.

Note - the list below shows just a few of the many medical conditions able to be selected.

Medical Conditions

Yes No Does Mary have any medical conditions?

Please check the medical conditions from the drop-down menu (below) to ensure all medical conditions are accurately recorded

Add Medical Condition +

Start typing medical condition...

- Acute Bronchitis
- ADD / ADHD
- Allergy to Environment
- Allergy to Food
- Allergy to Medication
- Anaphylaxis
- Anorexia
- Anxiety / Panic Attacks
- Arthritis
- Aspergers Syndrome

In the *example* below, ANAPHYLASIS has been selected which requires additional information to be entered **AND** an Action Plan to be uploaded.

All Action Plans must be signed by a Dr or a Medical Practitioner.

Medical Conditions

Yes No Does Mary have any medical conditions?

Please check the medical conditions from the drop-down menu (below) to ensure all medical conditions are accurately recorded

Add Medical Condition +

Anaphylaxis

Allergens

Other

Chili

Medication

Antihistamine

Antihistamine

- As Required
- Daily
- Emergency

Take 2 x tablets as required if exposed to [chili](#)

Is Self Administered under supervision

Expiry Date

dd/mm/yyyy

Care Instructions

Yes No

Experiences breathing difficulties during an allergic reaction??

Yes No

Able to consume foods that may contain traces of the allergen?

Condition History

Yes No

Has been hospitalised for Anaphylaxis in the past 12 months?

Yes No

Has Anaphylaxis interfered with physical activity in the past 12 months

Yes No


Has there been any reaction in the past 10 years?

Multiple accidental food exposure events


Condition Management Documents/Action Plan

Once the medical information has been updated and saved, your child's medical details will appear in summary form as shown below.


EXCURSION INVITATION




Parent Information




Care Details



Medical Conditions



Permissions



Review

Medical Conditions

Anaphylaxis Life Threatening[View](#) [Edit](#) [Remove](#)

Add Medical Condition +

Parents/Guardians are required to make arrangements with Ballajura Community College for the safekeeping and handling of medications during the activities.

BackNext

Step 13 – SWIMMING ABILITY

Enter the highest level of swimming ability obtained by your child.

Swimming Ability

Undo Changes ↺

Swimming Ability

Competent: 50m - 200m

Swimming Certificate

Water Discovery

Date Certificate Achieved

01/01/2019

Swimming Ability Comments

Swimming Ability Comments

Step 14 – OTHER INFORMATION

Other information

Yes No

Does Mary have any temporary conditions that Ballajura Community College needs to be aware of e.g. flu, virus, injury, etc?

This information is not stored/retained and is for this event only

Yes No

Does Mary need to use or carry any medication for the temporary conditions?

This information is not stored/retained and is for this event only

I give consent for Mary to receive emergency medical treatment if required, at school or at school related activities including, school excursions, sports days, retreats and camps. I give permission for Ballajura Community College to pass this information to approved third parties (e.g. Doctor, Hospital, Ballajura Community College Service Providers).

Review

- I acknowledge that this event will be held in accordance with any current COVID-19 Public Health Orders and in accordance with school policies and procedures. I acknowledge and accept that there is a risk that my child may be exposed to COVID-19 whilst attending and participating at this event. I confirm that my child will not attend if displaying any symptoms of illness, and/or directed to isolate under public health orders.

I have provided Ballajura Community College with the current contact details and health status of **Mary AA Poppins**. I acknowledge that it is my responsibility to inform Ballajura Community College of any changes at all times.

Please click the below SUBMIT button to finalise your permission

Parent/Guardian:

Mr Peter Pan

Emergency Contact Name: **Father**

Emergency Contact Number: **(08) 9262 7777**

Family Doctor Name: **Dr Hook**

Family Doctor Surgery Name: **Dr Hook & Sons**

Family Doctor Number: **(08) 9222 2222**

Family Doctor Address: **1234 Neverland Street**

Medical Conditions

Anaphylaxis - Life Threatening

Emergency Medical Treatment is authorised

Use of Photos/Video is NOT authorised

Behavioural Expectations

Participants are reminded to always adhere to rules of Ballajura Community College. Parents of participants behaving inappropriately may be contacted to collect their child from this event.

Details have been successfully submitted.
You will shortly receive a confirmation email.
For further information please contact:

Rebecca TRELOAR-COOK

✉ rebecca.treloar-cook@education.wa.edu.au

☎ [08 9262 7777](tel:0892627777)

Thank you.