

Dear Parents/Guardians,

The Mornington Peninsula Shire Youth Services (**MPYS**) takes the health and safety of children who use our service very seriously. As such we are adopting a new health and safety application named CareMonkey.

CareMonkey is an innovative parent/guardian controlled electronic medical form for clubs, schools and other groups with a duty of care to your child. It's an electronic version of the paper-based forms you must fill in for registrations, excursions, camps, etc. It provides you the opportunity to update medical information promptly and accurately, while providing our service with instant access to the information provided by you in an emergency. For more information about CareMonkey, please visit their [website](#).

MPYS will use CareMonkey in the best interest of your child whilst proactively fulfilling our duty of care and risk management responsibilities.

Parents/guardians can use a PC, laptop, tablet or smart-phone to enter the important information, including:

- emergency contacts
- medical contacts
- medical checklist including asthma, allergies, seizures, diabetes
- health and ambulance insurance details
- notes and other care instructions for your child
- and more...

After you have completed your paper or online registration, MPYS will send you an email invitation from CareMonkey inviting you to enter the details for your child in an electronic medical form.

By following the instructions, you can create your own free CareMonkey account and control all data about your child. CareMonkey stores the information on your behalf and in accordance with *Privacy and Data Protection Act 2014*. You will be able to grant (or deny) MPYS access to you or your child's information. You are also able to share this information with any other group or individual you choose (eg. your child's grandparents, their child-minder, their school, etc).

#### **SECURITY:**

- Information can only be viewed by an authorised MPYS Officer.
- CareMonkey uses sophisticated security measures to keep data safe and it is backed up every hour.
- The information in CareMonkey will never be shared with any other person or group without your consent.
- Parents/guardians control the information available and can deny access to MPYS at any time.

## **UP TO DATE EMERGENCY INFORMATION:**

- You have the ability to update information at any time to ensure your child's details are correct. This should be done whenever there is a change in circumstance (such as a new emergency contact number or new medical condition).
- It is important to ensure these details are up to date before any service excursion or outing so that MPYS staff are well prepared to look after your child.

## **MOBILE ACCESS:**

- CareMonkey allows MPYS staff to access your child's emergency details on mobile devices while they are looking after your children. This saves time and reduces medical errors in emergency situations.
- Information stored in CareMonkey is more secure than paper forms. If a mobile device with CareMonkey data is lost or stolen the data cannot be viewed as it is in encrypted.

## **ELECTRONIC PERMISSION FORMS:**

- Parents are able to receive electronic permission forms for all areas of service delivery and can reply instantly without filling in a single form.

## **MULTI-USE CARE PROFILE FOR FAMILIES:**

- Once you have shared your child's profile with MPYS you can share it with other people or services who you entrust to care for your child such as family, friends, school etc. You can also create care profiles for other family members.
- You and others can download the free CareMonkey app for iPhone, Android and Windows smartphones and iPad, Android and Windows tablets as well as Windows PC's.
- If your child's school uses CareMonkey you will be able to share the same care profile with our service. You only need to maintain one 'care profile' for your child and it can be shared with all services you have granted access to.

We appreciate your assistance as we transition across to CareMonkey and ask you to please phone our service or pop in to one of our friendly MPYS centers if you have any questions or concerns via the details provided below.

- The Corner Youth Centre, 91 Wilsons Rd, Mornington: 5975 3114
- Shed 11 Youth Centre, 11 Marine Parade, Hastings: 5950 1666
- The Y Lounge Youth Centre, 1 Nepean Plaza, Rosebud: 59863585
- E: [mpys@mornpen.vic.gov.au](mailto:mpys@mornpen.vic.gov.au)

Kind regards,

**Mornington Peninsula Shire Youth Services**