

# HOW TO REVIEW OR APPROVE MEDICAL CONDITIONS, INDIVIDUAL HEALTH CARE PLANS OR PRESCRIBED MEDICATION



1

Go to the link below and enter your email address:

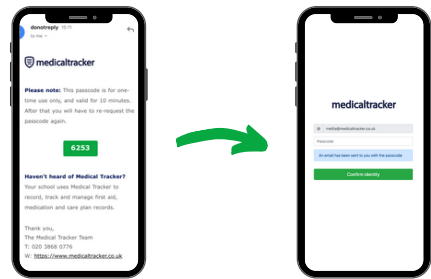
Link: <https://parentapprove.medicaltracker.co.uk>

Once you have entered your email address, click the button to generate your OTP (four-digit passcode). You will then be sent an email containing your OTP (four-digit passcode) **IMPORTANT:** Each time you log-in a new OTP (four-digit passcode) will be generated.

## Copy the code in the email, go back to the link and select a medical condition

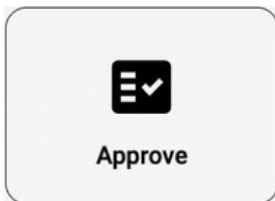
Copy the unique four-digit code from the email, and paste the code in the code box that has appeared in the webpage. This will now give you access to review or approve a the medical condition - select the condition from the list.

2



3

You will now have three options to choose from:



### Approve:

You are happy with all the information within the medical condition and no changes/amendments are needed.



### Amend:

You want to change/amend the medical condition. You can include details of the changes/amend in the 'Notes' - if you do request amendments you will need to log-in and approve the updated medical condition once the school has actioned the changes.



### No longer required:

Your child no longer requires an individual health care plan or medication. You can include details of the why the medical condition is no longer required in the 'Notes'.



4

Once you have entered the information press 'Notify school'

If you chose 'Approve' or 'No longer required' no further action is required. If you chose to 'Amend' the medical condition the school will require you to Approve the changes.