



My Child at School (MCAS) App

A 'How to Guide' for Updating Your Child's Medical Information



Please follow the steps below to ensure your child's medical information is up to date:

1. Open your MCAS app.
2. Click on **Data Collection** - you may need to scroll down to see this.
3. Click on **Medical, Dietary Needs and Disabilities**.
4. Under **Medical Conditions** please select any conditions that apply from the alphabetical list. Clicking on the item will add a tick. Add all of the relevant items and select **Done**. You must then click the blue **Save Changes** which will appear at the bottom of the screen.
5. Under **Medical Conditions** If your child's medical need is not listed please select **Other - email school with details**, select **Done**, and then click the blue **Save Changes**. You should then send an email with the full details to office@grange.bucks.sch.uk so that we can update your child's record.

The image shows three screenshots from the MCAS app illustrating the steps to update medical information:

- Screenshot 1 (Left):** The 'My Child' app home screen. The 'Data Collection' option is highlighted with a yellow arrow labeled '2'.
- Screenshot 2 (Middle):** The 'Data Collection Form' screen. The 'Medical, Dietary Needs & Disabilities' option is highlighted with a yellow arrow labeled '3'.
- Screenshot 3 (Right):** The 'Medical, Dietary Needs & Disabilities' screen. The 'Other - email school with details' option is selected, highlighted with a yellow arrow labeled '5'. A yellow arrow labeled '4' points to the 'Please Select' option in the 'Medical Conditions' section.

Please do remember to update your child's record using the app as and when any new conditions are diagnosed.