

# Log Medical/Site Issues

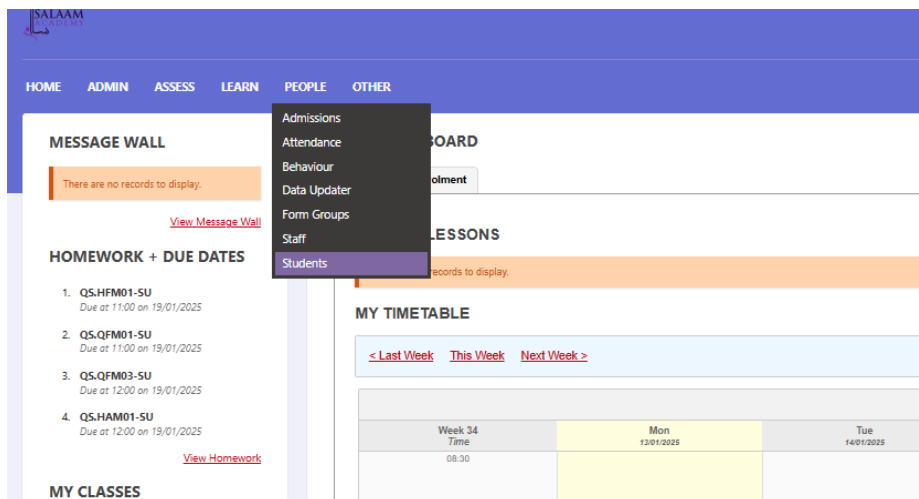
## Why?

So we can maintain accurate records of incidents for accountability and follow-up.

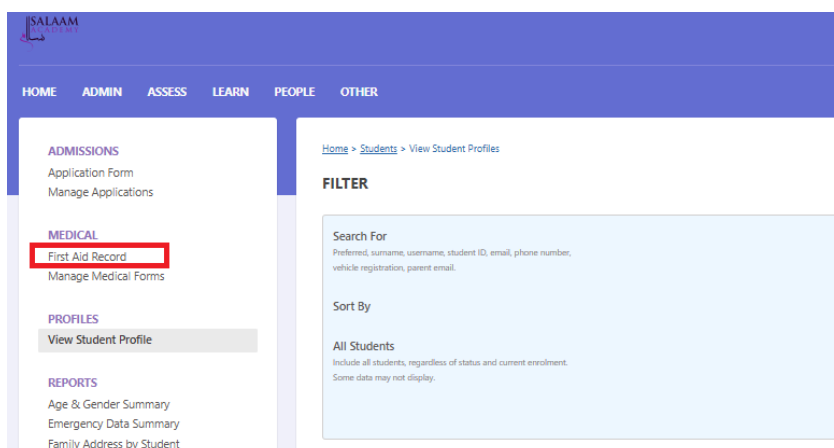
## What is to be logged?

- Incidents: Falls, trips, any medical or health and safety related issues
- Madrassah management tasks/action that need to be actioned/followed up
  - Example Student is consistently late / Student go off site.
  - Teacher complaints that need to be addressed by shura or site leads

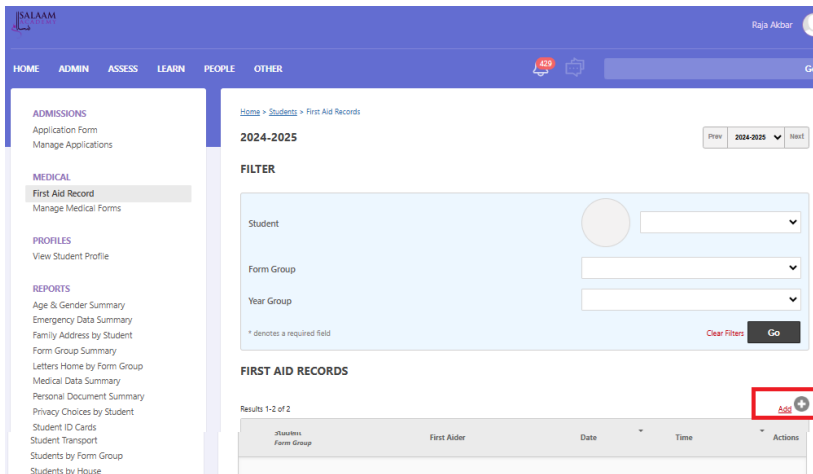
1. Log into Gibbon as administrator
2. Select **'Students'** option from the menu bar.



3. Click the **'First Aid Record'** link



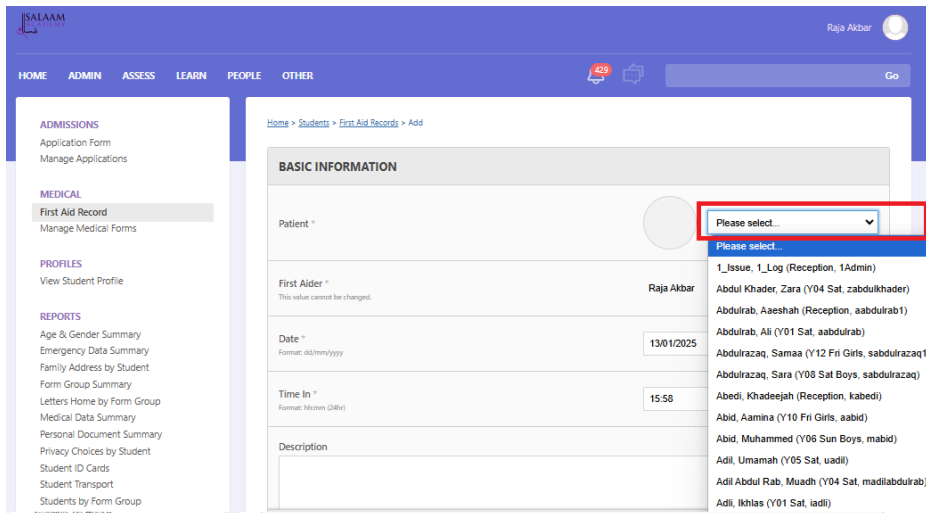
#### 4. click 'Add +' button



#### 4. Find student from the student drop down list.

##### IMPORTANT

- If you are logging a medical issue against a student, *select the student name from the list.*
- If you are logging a general site issue/incident, *select the first student in the list '1\_Issue, I\_Log'*



5. Complete the form & Submit.

The screenshot shows a web form for recording a first aid incident. The form is divided into several sections:
 

- BASIC INFORMATION:** Includes fields for Patient name (Abdulrazzaq, Samaa (Y12 Prt Gi)), First Aider (Raja Akbar), Date (13/01/2025), and Time In (15:58).
- Description:** A large text area for describing the incident.
- Action Taken:** A large text area for detailing the actions performed.
- FOLLOW UP:** Includes a dropdown menu for 'Follow up Request' and a text area for 'Follow Up'.

 A 'Submit' button is located at the bottom right of the form.

**IMPORTANT:**

When an incident is closed, you **MUST** add a comment 'CLOSED' in capitals in the 'Follow up' field.

6. Viewing the logged records: On the same screen you will be able to view all logged records.

The screenshot shows the 'First Aid Records' view. It includes a filter section with dropdowns for Student, Form Group, and Year Group. Below the filters is a table of records for the year 2024-2025. The table has columns for Student Form Group, First Aider, Date, Time, and Actions. The records are:
 

- 1. Issaq, L. Log Reception (Raja Akbar, 13/01/2025, 16:30)
- Akbar, Abdul-Karim (Raja Akbar, 13/01/2025, 15:58)
- Hanuning, Zachariah (Ajaz Munir, 11/01/2025, 11:20)
- Yasar, Ahil (Ajaz Munir, 19/10/2024, 11:15 - 11:20)

To view detail of each record, click the downward chevron:

Home > Students > First Aid Records

2024-2025

Filter

Student: [Dropdown]

Form Group: [Dropdown]

Year Group: [Dropdown]

\* denotes a required field

Clear Filters Go

**FIRST AID RECORDS**

Results 1-4 of 4

Student Form Group	First Aider	Date	Time	Actions
Issue 1 Log Reception	Raja Akbar	13/01/2025	16:30	[Chevron]
<p><b>Description</b> Testing an incident log</p> <p><b>Action Taken</b> Testing an incident log action</p> <p><b>Follow Up by R. Akbar at 13 Jan 2025, 16:31</b> Testing follow up test</p>				
Abbar, Abdul-Sareem 703 Sor	Raja Akbar	13/01/2025	15:58	[Chevron]

Follow Up by R. Akbar at 13 Jan 2025, 16:14

## Issues Status Report

Select 'Query Builder' from Menu

SALAAM

Raja Akbar

HOME ADMIN ASSESS LEARN PEOPLE OTHER

ADMIN Menu:

- Data Admin
- Query Builder
- School Admin
- System Admin
- Timetable Admin
- User Admin

STAFF DASHBOARD

Planner Enrolment

TODAY'S LESSONS

There are no records to display.

MY TIMETABLE

Run the 'Issues Log' query

SALAAM

Raja Akbar

HOME ADMIN ASSESS LEARN PEOPLE OTHER

ADMIN Menu:

- Manage Commands
- Manage Queries
- SETTINGS
- Manage Settings

Home > Query Builder > Manage Queries

Checking gibbonsedu.com for a license to access value added Query Builder shows that you do not have access. You have either not set up access, or your access has expired or is invalid. Visit <http://gibbonsedu.com> to register for value added services, and then enter the name and key provided, or email [support@gibbonsedu.com](mailto:support@gibbonsedu.com) to seek support as to why your key is not working. You may still use your own queries without a valid license.

SEARCH

Search For [Input]

Clear Search Go

**QUERIES**

Records 1-17 of 17

Type	Category	Name	Active	Actions
School	Admin	Issues Log	Yes	[Edit] [Delete] [Settings]
School	Admin	All Classes	Yes	[Edit] [Delete] [Settings]
School	Admin	All Students	Yes	[Edit] [Delete] [Settings]

Click the 'Run Query' button

The screenshot shows a web interface for a query builder. At the top, there's a navigation bar with 'HOME ADMIN ASSESS LEARN PEOPLE OTHER' and a user profile for 'Raja Akbar'. Below the navigation bar, there's a breadcrumb trail: 'Home > Query Builder > Manage Queries > Run Query'. A 'MODULE MENU' button is visible. The main area contains a table with columns: 'Name' (Issues Log), 'Category' (Admin), and 'Active' (Yes). Below the table is a 'Query' editor with a text area containing a complex SQL query. At the bottom right of the editor, there is a 'Run Query' button highlighted with a red box. Other buttons like 'Save Query?' and 'Unfavorite' are also visible.

Scroll down to see/export the results

This screenshot shows the SQL query editor from the previous image, but with the 'Run Query' button highlighted in black. The query text is partially visible, showing the 'CASE' statement and the 'LoggedBy' field.

#### QUERY RESULTS

Your query has returned 5 rows, which are displayed below.

StudentName	Incident	Date	ActionTaken	Followup	Status	LoggedBy	Location	IssueType
1 Log 1 Issue	Testing an incident log	2025-01-13	Testing an incident log action		Open	Raja Akbar	Masjid Sun	Issue Log
Abdul Kareem Akbar		2025-01-13		follow up message test   CLOSED	Closed	Raja Akbar	Masjid Sun	First Aid Issue
Zachariah Hanning	He scrapped his has on the main hall door when com...	2025-01-11	Plaster applied. Spoke to student who is on to car...		Open	Ajaz Munir	Masjid Sat	First Aid Issue
Ahil Yasar	Hit knee against table accidentally. Opened an evi...	2024-10-19	Dressed wound and applied plaster. Bleeding stoppe...		Open	Ajaz Munir	Masjid Sat	First Aid Issue
Layan Abussaad	Complained of stomach ache	2024-02-17	Called father who agreed to collect. Came to coll...		Open	Ajaz Munir	Masjid Sat	First Aid Issue

This query used 1.36MB of memory.

An 'Export' button with a download icon is highlighted with a red box in the top right corner of the results area.