



SAINT MARY'S SCHOOL

Important Binder Health Center Information for Preparation of 2017-2018 School Year

April 2017

Dear Parents,

As we at the Binder Health Center (BHC) eagerly anticipate the arrival of your student, our number one concern is their safety and well-being. As such, there are several requirements which must be fulfilled prior to the beginning of school.

PLEASE READ THIS ENTIRE DOCUMENT AS OUR PROCEDURES FOR COMPLETING MEDICAL FORMS AND MEDICATION DISPENSING HAVE CHANGED.

Health Forms

All health forms MUST be completed by July 15, 2017.

We partner with Magnus Health SMR (Student Medical Record), an innovative company that allows health forms to be maintained in a secure online capacity. There are many benefits to this system including less paperwork for parents and immediate access to more accurate and up-to-date information for both the school and parents.

On **May 1, 2017**, you will have access to your Magnus Health SMR account.

How to access your Magnus Health SMR account:

- **New students:** parents will be receiving a welcome email from Magnus with a username and password the week of May 1. Please be on the alert for an email from service@magnushealthportal.com. You should add this address to your account so it does not go into SPAM.
- **Returning students:** parents will access Magnus through the Veracross/Axiom parent portal using that same username and password.
- **All students:** parents, **if you have trouble accessing Magnus for any reason, you can call the help desk, 877-461-6831**, and they will give you direct login access and help walk you through the login process.

All health forms must be submitted through Magnus Health. The school will not accept any forms received by any other method. Any forms delivered to the school will be returned to the sender for proper processing through Magnus Health. If you have any questions, Magnus Health can assist you in several ways:

- The Magnus Health support page: www.magnushealth.com/support/parents
- The Magnus Help Desk: 1-877-461-6831 (Mon.-Thurs. 9 a.m.-6 p.m., Fri. 9 a.m.-5 p.m.)
- Magnus Email: service@magnushealthportal.com
- ‘Live Chat’ with the Magnus support team: within your Magnus account, select the “need help” button

There are several ways to submit medical records to Magnus:

- Take a picture of the form and upload the JPEG image right into your account. If you can upload a picture to Facebook, you can do this. If you cannot, have your daughter assist you!
- Scan each document and upload it. Any Kinkos or Mail Center will have all the equipment you need – and they can help you!
- Mail or fax records directly to Magnus:

- **A cover page specific to each individual document must accompany each mailed or faxed document.** This page tells Magnus exactly where to store that document. You can access that cover page by:
 - clicking on the cog next to the required document;
 - clicking on “print page.”
- If mailing, send the cover page with the document and send to the address on the cover page.
- If faxing, fax the cover page along with the document to the fax number on the cover page.

Here is a checklist of the required forms:

1. *Vital Health Record*: an electronic form, please fill out completely and **update annually**
2. *Consent to Treat Form*: electronically signed, **your child may not start classes until this is signed**
3. *Physical Examination Form*: Print and **sign by physician**
 - a. Must indicate clearance for athletic/physical participation (item #18) or explain restrictions
 - b. All students must have a yearly physical examination documented and signed by the physician on the “Physical Examination” form located in the Magnus website.
 - c. **No student will be allowed to participate in any sports or activities without a current form indicating clearance for sports.**
 - d. We understand that due to insurance issues, some physicals will need to be done at different times of the year. The following guidelines, set forth by our Supervising Physician, will assist you in meeting this requirement. An electronic email reminder will be issued by Magnus two months before the next physical is due. A one-month grace period will be given. After the grace period ends, the student will be restricted from all activities and athletics until the physical exam is updated. Guidelines:
 - i. If a student has no chronic conditions and has had a physical within 12 months of our submission date their doctor may:
 1. complete the physical form and submit with the date of the most recent physical, or
 2. schedule an inter-periodic visit to complete the form with the date of the most recent physical.
 - ii. If a student has chronic condition the physical exam must:
 1. meet the requirements listed above, and
 2. have a problem-focused assessment within six months of the submission date.
4. *N.C. Immunization Form*: print and **sign by physician. All immunizations must be current prior to school entry.**
5. *International Students Entry and Annual Medical Requirements Form*: print and **sign by physician. This requirement must be met prior to travel to the school.**
6. *Medication Administration Form*: Print and **sign by physician and parent.**
 - a. **No prescription, regularly scheduled over-the-counter medication, or over-the-counter medication beyond those indicated in the Over-the-Counter Medication Form will be administered without this form.**
 - b. A new form will be required for each new medication or medication change.
7. *Over-the-Counter Medication Form*: Print and **sign by physician and parent**
8. *Health Insurance Card*: Must include back and front of card. **All students must show proof of health insurance prior to entering classes,** (see health insurance section for details).
9. *Food Allergy Action Plan*: if applicable, print and **physician sign**
10. *Asthma Action Plan*: if applicable, print and **physician sign**
11. *Diabetes Action Plan*: if applicable, print and **physician sign**
12. *Seizure Action Plan*: if applicable, print and **physician sign**
13. *Insect Sting Allergy Action Plan*: if applicable, print and **physician sign**
14. *Flu shot permission*: yes/no
15. *Permission for off-campus medication self-administration*: yes/no
16. *Permission for self-administration of certain medications*: yes/no

No forms will be accepted by the school. Any mailed or hand delivered forms will be returned to sender. If you arrive on opening day with forms in hand, you will be asked to complete the process before continuing.

After submission of forms, please monitor your account to be certain all forms have been approved. If not approved, a reason for rejection will be provided. Please resubmit corrected form.

I cannot stress enough the need to submit all forms by the deadline of July 15. There is a five to 10-day delay between submission and processing of forms. Until the forms are **submitted, AND processed, AND approved** your student may be restricted from classes, activities, sports, and medication administration. In addition, the nursing staff requires this information to prepare for the new school session and to brief the faculty and staff on any significant allergies or medical issues.

Medications

For all regularly scheduled prescription and scheduled over-the-counter medications:

Beginning with the 2017-2018 school year, Saint Mary's School will be using a new medication management program. This is being implemented to provide enhanced safety for students, greater efficiency for health center staff, and convenience for you. All routine daily prescription medications will be obtained through PersonalRx Pharmacy to provide the highest level of quality assurance.

PersonalRx was carefully chosen as they are very experienced with the boarding school environment and highly recommended by other schools using their services. A licensed pharmacist will oversee the packaging of all medications in small sealed plastic packets with the student's name, items to be dispensed, and when they are to be given. The nurses will use these packets to dispense the medications to your daughter. The pharmacy will prepare a full month's worth of packets for each student and have the medications delivered to the school monthly.

One advantage of using PersonalRX as our pharmacy of choice is that their systems integrates with Magnus Health. Thus, when you sign into Magnus, you will also gain access to real-time medication information provided by the PersonalRX pharmacy. This information will be auto-populated in student health records, making it available to the school health center as well – improving the safety and accuracy of health information for nurses and parents alike.

Contact information for PersonalRx:

- PersonalRx Pharmacy Website – Personalrx.com
- Phone: 201-399-3700
- Fax: 201-334-0700

PARTICIPATION IN THIS PROGRAM IS REQUIRED FOR ALL STUDENTS TAKING REGULARLY SCHEDULED MEDICATIONS, WHETHER PRESCRIPTION OR OVER-THE COUNTER. Steps to participating include:

- **Register with the pharmacy online via the link in the Vital Health Records Section of Magnus Health, beginning on May 1, and no later than July 15** to assure prescriptions and other required forms are completed in time for medications to arrive at school.
- Provide medication information
- Provide insurance billing information
- Provide credit card for co-pays
- New prescriptions: please remember all new prescriptions or prescription changes must have a new **physician-signed** "Medication Administration Form" submitted in the Magnus Health Forms.
 - Fax directly to PersonalRx (201-334-0700) and they will prepare and send directly to Saint Mary's School.
 - Or you can fill the first new prescription at home and fax a second prescription to PersonalRx so they can fill subsequent refills.

- Notify PersonalRx two weeks prior to any holiday of seven or more days and they will ship prepackaged medication to the designated address.

Holiday Medications:

Nurses will send packaged medications with your student for school trips and overnights of less than seven days (with your permission indicated in the Magnus Health Forms). For holidays of greater than seven days, parents must give a two-week notification to PersonalRx. Medications for that holiday will be sent directly to the designated address. Nurses cannot pack medications for periods greater than six days.

Short-term therapies such as a course of antibiotics:

- Can be filled by our local pharmacy, Hayes Barton Pharmacy. Please contact them at 919-832-4641 with your insurance information prior to filling a prescription. A completed, **physician-signed** “Medication Administration Form” must be submitted (see Magnus Health Forms).
- Hand-delivered or mailed from home. A completed, **physician-signed** “Medication Administration Form” must be submitted (see Magnus Health).

Over-the-Counter (OTC) Medications:

- OTCs are not allowed in student’s possession or dorm rooms.
- The “Over-the-counter Medication Administration” form must be **physician and parent-signed** indicating approved medications before any OTC medications can be given.
- Any OTC requiring routine administration of over two weeks will require a completed, **physician-signed** “Medication Administration Form” submitted in the Magnus Health Forms.
- Any OTC not on our Supervising Physician’s approved list requires a completed, **physician-signed** “Medication Administration Form” submitted in the Magnus Health site before the med can be administered.

Finally, please make sure all prescription medications have been arranged through the PersonalRx Pharmacy as they will ship all medications to the school prior to the opening day of school. Do not bring any medications to school on opening day except the following:

- Short-term therapies
- Asthma inhalers
- Epi-pens

These medications should be in their original packaging, in a zip-lock bag clearly marked with the student’s full name. (A “Medication Administration Form” should already be uploaded in Magnus or medication cannot be administered.) The medication should be hand delivered by the parent to the nurse during registration. **Please do not send medications with your student.**

Health Insurance

Out of concern for the health and welfare of all our students, Saint Mary’s School requires that every student be covered by a comprehensive injury and sickness plan, one that meets the high cost of medical services and is accepted by local health care providers. **Please note we cannot accept medical insurance policies issued in a foreign country or from a company outside of the United States.**

If you have NOT submitted proof of such a comprehensive, comparable, U.S.-based health insurance plan by May 10, you will automatically be enrolled in our student health insurance policy and payment will be billed to the student’s account.

We have selected a high quality, mental health inclusive policy, student health insurance policy offered by UnitedHealthCare. Brochures on the Domestic and International policies can be accessed after May 1 on Saint Mary’s

website at www.sms.edu under “Quick Links” and on the parent portal in the Parent Info and Forms section under the Binder Health Center tab.

Finally, I would like to thank all of you in advance for diligently completing these requirements in a timely manner. This small amount of time and effort invested upfront will be rewarded in many ways:

- Maximized safety and wellness for your daughter and all of our students
- Less paper work and requirements throughout the school year
- Automatic tracking of medications and need for refills
- Each year the process will become easier with familiarity and because only updates will be necessary
- You can access your students records at any time, even after they have graduated
- The Binder Health Center will have more time to focus on health and wellness promotion and education for your daughter
- Peace of mind that the best evidence-based practices are being facilitated to provide the optimum care for your daughter

Please contact the Binder Health Center if you would like to discuss any concerns about your daughter’s health care.

Sincerely,

Sharon Holmes, RN
Director of Binder Health Center
919-424-4043