

April 2019

Dear Parents,

We would like to extend a warm welcome to both you and your child from the Health Services Department at The Hotchkiss School. Please read this letter carefully as it outlines important information requiring your attention and timely response. It is very important, and legally necessary, for the school to have complete and accurate documentation of your child's health record **before your child arrives at school.**

ALL REQUIRED FORMS ARE DUE BY **JULY 15th**

NO STUDENT WILL BE PERMITTED TO PARTICIPATE IN ATHLETICS UNTIL ALL REQUIRED FORMS ARE RECEIVED AND REVIEWED.

Required:

- **Copy of Front and Back of Health Insurance Card, including name and date of birth of policy subscriber** (required if not electing United Healthcare Student Resources through the business office)
- **Acknowledgement of Policy on Sharing of Health Information**
- **Medical History** (complete online in MedicaT)
- **New Student Physical and Immunizations** (health care provider signature required)
- **Permission for Medical Care**
- **Permission to Administer Medications** (required for all students who receive prescription medications/health care provider signature required)
- **Tuberculosis Risk Assessment Form** (health care provider signature required)

Recommended:

- **Influenza (Flu) Vaccine Consent:** We strongly encourage all students to receive this vaccine annually.
- **Salisbury Pharmacy Registration:** The Salisbury Pharmacy delivers medication to campus. We strongly encourage you to establish an account with them at <http://schools.spgrx.com> even if your child is not currently taking any medication. In the event your child needs medication it expedites the process if the account is in place.

These forms are accessed through MedicaT, the electronic medical record system that is used by the Health Center.

In an effort to make this process as easy as possible we recommend the following steps:

STEP 1. Click <https://hotchkiss.medicatconnect.com/login.aspx> to go to the MedicaT Portal.

A welcome page on MedicaT's site will provide you with specific directions to register and login to MedicaT. If you have more than one child at the school, you will be prompted to select the name of the child who is a new student. Under the "Forms" tab you will find a link to complete the online Hotchkiss Medical History. All downloadable forms are also available in this area to print and take to your child's health care provider.

STEP 2. Make an appointment with your child's primary care provider. When you go to the appointment have the **Physical Exam, Immunization Record, and Tuberculosis Risk Assessment Form** completed by the care provider. If your child is taking any prescription medications, also have the care provider complete the **Permission to Administer Medications Form**. Completed forms can be uploaded directly into the MedicaT system under the "Upload" tab.

IMPORTANT INFORMATION

Immunizations

The School must have a complete record of your child's immunizations. Under Connecticut law, your child CANNOT ATTEND CLASSES without this data on file. The State requirements are listed on the form. We must have the day, month, and year for each immunization.

Exemptions from the Connecticut State requirements for immunizations are ONLY granted under the following circumstances:

- A) your health care provider certifies that a medical condition prohibits immunization; or
- B) the parent/legal guardian attests that immunization would be contrary to religious belief.

If you are claiming one of these exemptions, please contact us for the required exemption form.

Prescription Medications

School policy mandates that the Health Center be notified of all prescription medications that students plan to bring to school. The *Permission to Administer Medications* form must be completed by the prescriber and signed by a parent for any prescription medication.

Students will pick up their medications according to the dispensing schedule determined by the Health Center. Depending on the type of medication, it may be dispensed on a daily basis, weekly basis, or with Health Center approval, some medications may be kept in the student rooms. All prescription medications must remain in original pharmacy packaging and be clearly labeled with your child's name, medication, and dosage.

*For compliance with safety standards, **all medication that is required to be stored in the Health Center, including, but not limited to controlled narcotics, stimulant medications, and psychotropic medications, must be in pre-packaged individual dose packets** as Health Center staff are not permitted to repackage medication.* The Salisbury Pharmacy provides Medicine on Time, individual dose packaging, and delivers medications to campus on a daily basis, Monday through Friday. Families must register with the pharmacy at <http://schools.spgrx.com> for prescriptions to be filled and pharmacy staff can also be reached at 860-435-9388 with any questions.

If you have questions about the health forms, please contact Greta Anderson, RN at manderson@hotchkiss.org or 860-435-4437. If you would like to speak to one of us in person, please use the contact information listed below.

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