



MEMO

TO: Parents/Legal Guardians
FROM: Joy Clark, RN, School Nurse
Vince B. Vincent, Dean of Students
DATE: July 2016
SUBJECT: Medical Forms

Please complete all forms in their entirety and return them to The Woodhall School by August 16, 2016. They must be received in advance of your son's arrival to allow us time to process them.

Please contact Mr. Vincent, Dean of Students, if you are unable to provide information by that date. **A student may not attend or remain at the School without completed medical records.**

PRESCRIBED MEDICATION

If your son is taking **medication ordered by a physician**, a written order from the attending physician for each medication stating the diagnosis, medication, dosage and frequency, as well as written permission for The Woodhall School to dispense medication from the parents or guardian, must be kept on file at The Woodhall School, as required by the State Department of Health. Any change in the prescription, administration or dosage requires a written form from the attending physician. All medication is dispensed and arranged through SchoolMed. Please read more information about this program on the following pages.

SchoolMed can only fill 30-day prescriptions. If you are currently filling 90-day prescriptions, please contact SchoolMed and transfer to 30-day this summer.

OTC MEDICATION, VITAMINS, & OTHER SUPPLEMENTS

Students may NOT have any **over the counter medication** in their possession while at school. The school nurse or dorm parent can administer OTC medication as needed.

Students wishing to self-administer any **dietary, sport/fitness nutrition or other type of supplement/ vitamin** must have their parent written acknowledgement and consent. The Woodhall School advises that these supplements are made aware of to their child's physician – especially if taken in conjunction with prescribed medication. Students may have supplements/ vitamins in their possession ONLY with permission from the Dean of Students AND parent/ guardian. As an alternative, the School Nurse may administer vitamins with prescribed medication during one of the designated times.

Please use this checklist to ensure all health information is completed and submitted.

All forms must be returned by Friday, August 16, 2016

REQUIRED:

- ! **Student/ Family Health & Medical History** NEW STUDENTS ONLY
- ! **Physical Examination Record**
- ! **Immunization Record** NEW STUDENTS ONLY (Returning students: only if new info)
- ! **Consent to Medical Treatment and Health Summary**
- ! **Insurance Card (front & back)** COPY NEEDED

IF TAKING MEDICATION:

! **Physician Authorization for the Administration of Medication**

A written order from the attending physician for each medication stating the diagnosis, medication, dosage, and frequency, as well as written permission for The Woodhall School to dispense medications from the parent/guardian must be kept on file, as required by the State Department of Health.

** One form per medication, please. **

! **SchoolMed** ONLINE REGISTRATION

Copies of all forms are also provided electronically on www.woodhallschool.org.

Questions? Please contact:

Vince B. Vincent
Dean of Students
vvincent@woodhallschool.org
(203) 409-2648 ext. 648