

# St. Margaret's School Health Center

Phone (804) 443-3357 ext. 3029 Fax (804) 443-3069

Summer 2010

Dear St. Margaret's Students and Parents,

Congratulations to you and your family on your acceptance and decision to attend St. Margaret's School. The Health Center is looking forward to serving your health needs for the 2010-2011 school year. To help us do so, please carefully read the following information.

## **ON-LINE FORMS:**

You will find Medical Forms for your daughter on-line which you may print and fill out and must be returned by **first class mail** no later than July 1<sup>st</sup> to:

St. Margaret's Health Center  
P.O. Box 158  
Tappahannock, Virginia 22560

Each form must be **completed in its entirety each year**. Students whose forms are incomplete may not be able to **remain on campus**, attend classes, participate in a sport or ride in school vehicles. **STUDENTS RETURNING EARLY FOR LEADERSHIP ORIENTATION AND/OR PRE-SEASON SPORTS FALL UNDER THE SAME GUIDELINES.**

## **IMMUNIZATION INFORMATION REQUIRED**

Virginia State law mandates that all students attending school must have a **completed immunization record** on file. This form must include the month, day, and year of the immunization. St. Margaret's School also requires a **yearly Tuberculin Skin Test** (regardless of prior BCG vaccination) be completed **and the Meningococcal vaccine** (Menactra) be administered to all new or returning students before arriving on campus. **PLEASE MAKE SURE IMMUNIZATIONS ARE COMPLETE AND YOUR DAUGHTER HAS RECEIVED A YEARLY PPD DURING HER PHYSICAL OR A CHEST X-RAY IF NEEDED.**

## **AVAILABILITY**

St. Margaret's employs two full-time nurses. Routine illness or injury is normally seen by the nurse during the day, but sudden illness or injury may be seen at any time in the Health Center. Our community hospital and local physicians are available for emergencies 24 hours per day. Routine medical and/or dental appointments may be scheduled through the Health Center. Riverside Physician Services/Dr. Richard Dunn assists the Health Center with routine visits. St. Margaret's School charges a small fee for all non-emergency medical transportation.

## **NOTIFICATION OF PARENTS**

A nurse will notify parents if their daughter if she goes off campus to see a physician, medical specialists, or emergency room. We will also notify parents if the student stays overnight in the infirmary due to illness. We do not call home to notify parents of routine visits to the Health Center due to the volume of girls seen daily. The nurse encourages students to keep in touch with their families.

## **BILLING FOR MEDICAL SERVICES**

Local Riverside Physician Services will bill to your insurance company through their offices. A bill for any co-pays or charges refused by your insurance company will be sent to you directly. If your insurance plan requires referral, it is your responsibility to obtain this. Riverside Physician Services or the Health Center staff can help you with this process, if needed.

## **INSURANCE REQUIREMENTS:**

**ALL STUDENTS ARE REQUIRED TO HAVE MEDICAL INSURANCE. PLEASE INCLUDE A PHOTOCOPY OF YOUR MEDICAL INSURANCE CARD (Front and Back) WHEN YOU MAIL IN YOUR MEDICAL FORMS.**

**International students are required to enroll on-line with ACE American Insurance Company.** All inquiries should be directed to: <https://secure.visit-aci.com/enrollment/home/ism.htm> or call 610-293-9229. We highly recommend their **Gold Coverage Plan** while your daughter is in the United States.

Please notify your medical insurance company that your daughter will be attending school away from home and inquire what benefits are offered in our area of Virginia. Many companies offer away-from-home plans for students attending boarding school.

## **PHARMACY:**

There is a small charge for over-the-counter medications and minor medical supplies that are dispensed from the Health Center. If prescription medications are needed, we use Tappahannock Pharmacy which is located within walking distance of the school. The phone number is 804-443-3461, Fax: 804-443-6846. Tappahannock Pharmacy will set up a charge account for each student at the beginning of the school year and will bill parents for medications or medical supplies obtained from them. In addition, Tappahannock Pharmacy will bill your insurance company whenever possible. If you have prescription medication coverage through your insurance company, please send Tappahannock Pharmacy, P.O. Box 515, Tappahannock, Virginia 22560 a copy (front and back) of your insurance card to facilitate this process. You may wish to limit the amount your daughter may spend on other items available. Please discuss this with the pharmacy when you set up your account.

## **MEDICATION POLICY**

Medications such as allergy preparations, acne medications, antibiotics, vitamins, and over-the-counter medications may be kept by boarding or day students provided the student has received a nurse's approval and the nurse has initialed the package. Diet pills, Laxatives, and some herbals are not allowed on campus (Please contact the nurses if you have any questions) .All International students must have medications translated to English by a physician and reviewed by the Health Center's nurses. All psychogenic medications (ex: Prozac, Wellbutrin, Lexapro, Zoloft), as well as controlled substances such as narcotic cough syrup (ex: Vicotuss, Tussin with codeine), narcotic pain medications (Percocet, Vicodin), stimulant medications (ex: Ritalin, Adderall, Concerta, and Focalin), and sedative-hypnotic (ex: Ambien), will be kept in the Health Center and be dispensed by Health Center staff. Please contact the Health Center if you have any questions

## **MEDICAL LEAVE POLICY**

St. Margaret's understands and takes seriously the responsibility to care for the students who attend school with us and live on our campus. There may be times, however, when a student's physical or emotional well being would be best served by professionals outside of the St. Margaret's community. If it becomes medically necessary for a student to leave SMS for more than four days, the following Medical Leave Policy will apply:

- The Head of School or Assistant Head may initiate the medical leave process upon a recommendation of the Health Team that it is medically necessary for a student to leave school.
- If the request for a medical leave is initiated by the student's parent or guardian, the school must be supplied with a written report, signed by a physician, stating the student is unable to function well enough to attend to her academic and extra-curricular responsibilities at school.
- Prior to or at the time a student on medical leave returns to school, there must be a meeting with the Head or Assistant Head, a member of the Health Team (counselor or nurse), the parent/guardian, and the student to discuss the student's medical condition. Written reports from the treating physician, and also a written treatment plan from the physician with releases of information to our Health Team are required at or before the time of this meeting.
- Additional requirements, such as on-going psychotherapy and medication compliance while at school, may also be discussed and required as part of the student's return to life at school.
- A family may request or the school can initiate a Medical Leave for up to nine weeks.
- The student, her parent/guardian and a member of the Health Team must also meet upon her return with the Director of Studies to assess the need for any modification of the student's academic program, taking into consideration the length of the leave, the health of the student and the amount of work missed during the leave.

## **PRIVACY STATEMENT**

Your daughter's medical information is protected under HIPPA (Health Insurance Portability and Accountability Act of 1996) regulations regarding the release of medical information. No information will be released to any outside party without your written permission. A student who has obtained legal age has the right to authorize the release of her own records.

The Health and Safety of our day and boarding students are our top priority. We look forward to working with you and your daughter. If you have any questions, please feel free to contact the Health Center Staff at (804-443-3357 ex.3029).

The Health Center will be closed for summer vacation from June 10<sup>th</sup> through August 22<sup>nd</sup>.

## **PLEASE USE THE FOLLOWING CHECK LIST For ALL REQUIRED MEDICAL FORMS.**

\_\_\_\_\_ Student Health Form

\_\_\_\_\_ Physical Exam Form ( a yearly physical is required for all new or returning students)  
No student will be allowed to play a sport without a sports physical. All must be done prior to returning to school.

\_\_\_\_\_ Immunization Records (as mandated by the State of Virginia) must be sent to the school prior to admission on campus. Deadline: July 1<sup>st</sup>.2010 this applies all New International and USA students.

\_\_\_\_\_ Copy of Insurance card. All students must have proof of insurance before entry to school. INTERNATIONALS Please Use ISM Website Listed in this letter.

\_\_\_\_\_ Flu Vaccine Form

\_\_\_\_\_ Set up Account with Tappahannock Pharmacy. This should be done prior to entering school. (Please read Billing for Medical Services)

Please e-mail with any questions Pat Thrift at [pthrift@sms.org](mailto:pthrift@sms.org), or Lynnette Hammond at [lhammond@sms.org](mailto:lhammond@sms.org). Our staff will check messages periodically through out the summer.

Sincerely,

The Health Team

Lynnette Hammond, RN, Head Nurse

Pat Thrift, LPN

Cathy Sgroi, Assistant Head of School Life

Natasha Kollaros, MSW, Dean of Residential Life

Keith Krusz, Dean of School Life