



## **POLICIES ACKNOWLEDGMENT**

Please read the following General Health Care, Full Disclosure and Medication Policies

### **Student Health Center General Health Care Policies**

- Medical clearance is necessary in order for students to move into the dorm, and to participate in activities and sports. Students will be held from participation until all forms are complete.
- When school is in session, the Health Center is open from 6am-10pm to provide for student's health and wellness needs. During the night and at other times a Registered Nurse is on-call for urgent medical assistance.
- There is no fee for a Health Center visit, but fees may apply for certain procedures, supplies, or overnight supervision of a student.
- The School Medical Director oversees the care of the students and routinely visits the school for student needs.
- Most student visits take place at Mascoma Community Health Center, a brand new facility located at the base of Roberts Road in Canaan.
- If it is deemed a student requires other medical services, providers with history working with the student health center will be consulted. Examples include but are not limited to Allergists, Ophthalmologists, Dermatologists, Dentists, Orthodontists, Counselors. These visits are subject to payment by student insurance or private payment.
- Students are ultimately responsible for following health care instructions and keeping all appointments and are expected to fulfill their responsibilities health and wellness.
- The school will contact a parent by phone or email if a serious medical concern arises. However, calls or emails are not routinely made regarding common illnesses or minor injuries.
- Students must be examined by a health care provider at school for an acute illness before prescription medication may be given. Antibiotics sent from home for an acute illness cannot be given if the student was not examined by a health center, health care provider.
- The decision for a student to participate in academics, activities, athletics etc. is the decision of the health care team at Cardigan Mountain School. Parents calling to have their student held from their responsibilities are not appropriate. The final decision lies with the Medical Director.



## Student Health Services Full Disclosure Policy

Cardigan Mountain School is a boarding school community in which many members of the faculty become an integral part of each student's life. These faculty members share all aspects of the community experience with your student, which include teaching, advising, coaching, and dorm parenting. In order for our faculty to do their jobs effectively and help to keep your student safe, it is imperative that we have up-to-date information regarding your student's health and wellbeing.

With that being said, please note the following:

- If your student has been diagnosed with a physical or psychological condition that may have an impact on his academic, athletic, or social interactions, *the School MUST be fully informed*. This will require written documentation from your student's medical doctor, psychiatrist, psychologist, or counselor that explains your student's symptoms, the diagnosis, and the current course of treatment.
- All diagnoses and medication information regarding your student will be shared with the faculty.
- If your student has received counseling in the past and either does not need further counseling or will need counseling while at school, *the Health Center MUST have a letter on file* from your student's provider explaining the reason for either ending the counseling or continuing counseling while at school.

*Please check one out of this group:*

- No, my student has never been diagnosed with a condition noted in this policy.
- Yes, my student has been diagnosed with a condition as noted in this policy, and I will provide the Health Center with written documentation from my student's health care provider.

*Please check one out of this group:*

- No, my student has never received counseling.
- Yes, my student has received counseling in the past but is no longer doing so. I will provide the Health Center with written documentation from my student's care provider explaining the reason for ending the counseling.
- Yes, my student has received counseling in the past and will need to continue counseling while away at school. I will provide the Health Center with written documentation from my student's doctor to be provided to the counselor available through the school.
- Yes, my student has received counseling in the past and I would like to consider Skype sessions with the current counselor.



## Student Health Services Medication Policy

Your child may require some type of medication while here at school. This may be a medication taken only for a few days, or one taken every day. Therefore, it is essential that you have the following information.

1. A completed Physician Medication Register must be on file before your child may take any prescription medication.
2. A completed Register for Non-prescription medications must be on file before your child may take acceptable daily supplements.
3. No foreign medications will be given to students unless labeled in English.
4. The school cannot guarantee students will always take their medications.
5. If your child's health record indicates a current diagnosis of asthma, the school must have a doctor's written order for an emergency inhaler that your child will be instructed to carry at all times.
6. You must label all inhaler and nasal spray units with your child's name. Please check expiration dates.
7. If your child's health record indicates a current diagnosis of a severe allergic reaction resulting in anaphylaxis,
  - a. the school must have a doctor's written order for an emergency epi pen that your child will be instructed to carry at all times.
8. Medications cannot be mailed to you from Cardigan Mt. School. Please see sections 453.3-453.33 of the US Post Office laws on mailing controlled and non-controlled drugs. [https://pe.usps.com/text/pub52/pub52c4\\_019.htm#ep290406](https://pe.usps.com/text/pub52/pub52c4_019.htm#ep290406), Cardigan Mt. School will not ship medications to you via UPS or Fed Ex.
9. Medications will promptly be disposed of if not picked up by an adult on the last day of school.
10. Students may not have or take oral medications or supplements in their rooms. This includes protein powders or bars. The school offers a convenient central location where they may come to take their medicine.
11. Prior to breaks or visits home, parents are responsible to notify the health center in advance to request medication to take home. Some breaks are longer than others and parents may have to refill prescription during some breaks.
12. Allergy injections cannot be done at the school.
  - If your student requires regular allergy
    - a. your child's allergist can temporarily transfer care to Dartmouth Hitchcock Medical Center (DHMC) Allergy Clinic. We can continue allergy shots according to his schedule at DHMC.
    - b. Please be aware that this is a process and appointments need to be set up quite a bit ahead of time. Please contact the Health Center in early summer to make arrangements.



## **Medication, Supplement, and Over The Counter (OTC) Processing, Dispensing, and Distribution Program**

Over the last few years we have made improvements to our system for routine medication management and safe distribution for students at Cardigan Mountain School. While many boarding schools and camp programs are now outsourcing their prescription management to very large national companies, we partner with Hannaford Pharmacy in West Lebanon, N.H.

Hannaford's Pharmacy in West Lebanon and will process student's medication, supplements, and OTC's. All Student prescription medication(s), supplement(s), and OTC's will be packaged—according to the day and time the medication is administered—in sealed Blisterpak packaging. This method of dispensing medication will further minimize the risk for medication errors.

All medication/supplements/OTC's in pill/tablet/ capsule form will be dispensed in DISPILL-USA compliance dose packaging. The DISPILL-USA packages are labeled with name, date, dosage, administration time, and other details. The 28-day supply of prepackaged medication will be sent directly from Hannaford Pharmacy to Cardigan Mountain School's Hamilton Family Foundation Student Health Center (HFFSHC).

This program includes all prescription medications as well as all non-prescription medications (such as OTC's, vitamins and supplements).

- **Prescriptions:** Hannaford Pharmacy will receive prescription orders from your child's prescriber. If your child's prescriber writes paper prescriptions, they should be mailed directly to Cardigan Mt. School's Hamilton Family Foundation Student Health Center, 62 Alumni Dr. Canaan, NH 03741.
- **Supplements & OTC's:** Specifically, the pharmacy will accept your sealed chosen supplements and dispense them in the same packaging as prescribed medications. Please provide all supplements & OTC's in English. The pharmacy may also provide whatever supplement/over-the-counter product you wish your son to take.

Hannaford Pharmacy's compliance packaging system will require parents be responsible for a one-time registration fee of \$25.00 per student, and a 28 day supply handling charge of \$5.00 each. Multiple supplements will have additional charges.

HFFSHC will still provide routine over-the-counter symptomatic treatment items such as acetaminophen, ibuprofen, diphenhydramine, cough and cold preparations, antiemetics, allergy-relief medications, and many others.

As the academic year is beginning, your child's information is being prepared for Hannaford Pharmacy. They are ready and prepared to begin managing our prescription-refill process. We hope you will be pleased with the safety and security this program will provide. With the rising number of students taking medication, timely processing, safe dispensing, and secure handling is essential. Hannaford Pharmacy 603.298.6671.

You must take responsibility for providing **a monthly supply** of vitamins/supplements/OTC's to HFFSHC. Many parents choose to set up a monthly auto refill program mailed directly to the student health center.

If you have medication already in bottles or if you have prescriptions in hand, we will accept those at Registration as always. So that there will be no interruption in your child's medication schedule as we make this transition, please be sure you provide at least one weeks supply at the beginning of the academic year.



## COMPLAINTS PROCEDURE

A patient wishing to register a complaint concerning health services should submit a letter of complaint to the Assistant Headmaster.

The letter should indicate the nature of the complaint, the date of occurrence, and any personnel involved. The letter must be signed and dated.

The Assistant Head of School shall review the letter of complaint and a copy will be given to the Medical Director and the Director of Health Services for review. If personnel are involved, said person(s) shall meet with their immediate supervisor to discuss the nature of the complaint.

The Medical Director or the Director of Health Services shall then meet with the Assistant Head of School to discuss their findings and decide on what action if any, is to be taken.

The Assistant Headmaster shall respond to the complaint within 30 days.

A complaint may also be submitted to the Division of Public Health Services, Bureau of Health Facilities Administration, 6 Hazen Drive, Concord, N.H. 03301.

Toll free number (800) 852-3345, ext. 9499