

May 2022

Dear MP Parent/Guardian:

All student medical information for Malvern Preparatory School is kept on an online protective database. There are many benefits including less paperwork for parents to complete each year and having more accurate information that is accessible to parents and the appropriate employees at Malvern Prep School. An additional benefit is the security of the sensitive medical information in the system. The management system we have adopted is called Magnus Health SMR (Student Medical Record). As this is a web-based system, you will have continuous access to your son's health record as well as the ability to make updates when needed. You will also have the option to access the account after your child graduates.

In early June, you will have access to your Magnus Health SMR account through the **Malvern Prep School** website. You will access the account via MyMalvern. Click on the "Resources," tab and then the Magnus Health Tile. We ask that you enter the health information required within your Magnus Health SMR account for each child attending **Malvern Preparatory School no later than July 1st. It is very important to note that all required information and forms must be completed or your son will not be allowed to compete in Fall sports or attend school.**

Timely submission of health information and other forms is vital so that preparations can be made prior to the first day of school. You will receive weekly reminders as long as there are outstanding items in your account. Please reserve 20 to 30 minutes per son, depending on particular circumstances. The good news is that you will not have to repeat this work next year: the data is securely stored, so going forward you will simply provide updates to the record as needed.

We are also excited that the Magnus system will be able to handle field trip permission forms, handbook acknowledgment forms, and other school-related forms.

HOW to access your Magnus Health SMR Account: Please visit the school website and go to MyMalvern. Click on the RESOURCES tab, then click on the Magnus Health Tile. **AND/OR** You will receive an email early **June**, providing your username/password to access your son(s)'s Magnus Health SMR account(s).

Questions or Problems? If you are having difficulty navigating the Magnus system, entering data online, or downloading the hardcopy cover sheets and forms, or if you have any other questions, please contact customer support at Magnus Health SMR by phone at 877.461.6831 or by email at service@magnushealthportal.com.

- **If you have trouble with uploading forms you can fax them to William Mills, Head Athletic Trainer and he will upload them for you. Direct Fax for the Sports Medicine Department is 484.595.0157 or you can email them to his email address: wmills@malvernprep.org**

Also, please feel free to consult the Magnus Health page for Parents: <http://magnushealth.com/parents/> and Privacy and Security page at www.magnushealth.com/privacy-and-security/

Here is a checklist of things that should be entered into Magnus:

- Over-the-counter Medication Form (All Students)
- Immunization Form (All Students) *Including Covid Vaccination Record if Applicable*
- Physical Form (All Students)
- Prescription Medication Form (if applicable)
- Asthma Action Plan Form (if applicable)
- Food Allergy Action Plan Form (if applicable)
- Diabetes Action Plan Form (if applicable)
- Seizure Action Plan Form (if applicable)
- Dental Form (*7th grade only*)
- Concussion Awareness Form (All Students)
- Cardiac Awareness Form (All Students)
- Aware of Risk/Medical Release Form (All Students)

Thank you so much for your patience and for your participation as we launch this program this year.
Please plan to complete Magnus forms for each enrolled son by July 1st.

Sincerely the Malvern Prep Medical Team,

Liz Malone, School Nurse & William Mills, Head Athletic Trainer