



Dear Parents,

We would like to extend a warm welcome to both you and your student 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 1.**

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 the policy subscriber** (required if not electing the Student Injury and Sickness Insurance Plan available through the business office)
- **Acknowledgement of Policy on Sharing of Health Information**
- **Medical History** (complete online in Mediat)
- **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 and parent signature required)
- **Telehealth Consent**
- **Tuberculosis Risk Assessment Form** (health care provider and parent signature required)

Recommended:

- **Influenza (Flu) Vaccine Consent:** There is no additional charge for students to receive the flu vaccine in the Health Center. We strongly encourage all students to receive this vaccine annually.
- **Kent Station Pharmacy Registration:** Kent Station Pharmacy delivers medication to campus. We strongly encourage you to establish an account with them 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. Register online at <https://schoolforms.kentstationpharmacy.com/>

These forms are accessed through Mediat, 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 Mediat Portal.

A welcome page on Mediat's site will provide you with specific directions to register and login to Mediat. 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 Mediat 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 may not 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 requirements for immunizations are granted under the following circumstances:

- A) physician, physician assistant or advanced practice registered nurse certify that immunization is medically contraindicated because of the physical condition of the student;
or
- B) the student was enrolled in K-12 on or before April 28, 2021 and had a religious exemption on file in a CT school in accordance with state statutes before April 28, 2021

If you are claiming one of these exemptions, please contact us regarding required documentation.

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.*** We have partnered with Kent Station Pharmacy for the delivery of medication to campus in the required packaging. We encourage you to establish an account with them at <https://schoolforms.kentstationpharmacy.com/> even if your child is not currently taking any medication. In the event your student requires medication it will expedite the process if an account is already in place.

If you have questions about the health forms, please contact Caroline Swartz, Director of Nursing, at cswartz@hotchkiss.org or 860-435-3234. If you would like to speak with one of us in person, please use the contact information listed below.

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