



Health Center Procedures and Policies

- No medication may be kept in a boarding student's room **except for BCPs, some topicals, and rescue medication**. Any exception to this policy will be based on the boarding student's needs and safety.
 - Students on regularly scheduled medications are expected to take that medication at designated times.
 - Health Center Staff will notify the parent or guardian if a student misses >3 doses of medication weekly.
- Every boarding student must be covered by a Health Insurance Plan accepted in Maryland for emergency, preventative, and primary care services.
- All regularly scheduled medication administered to the boarding student must be accompanied by a **State of Maryland Medication Administration Form** properly completed, dated, and signed by the provider and parent/guardian.
- The Health Center staff must make all student medical appointments requiring transportation and adult supervision.
 - **All fees associated with any medical treatment that is not covered by your insurance will be billed to your student's account.**
 - Mrs. Ryan will email you these appointments; please respond in an email to confirm the appointment date and time is correct and that you will attend.
 - If a student fails to make a scheduled appointment, **the family will be responsible for any missed appointment fees assessed.**
 - Parents/guardians and students will contact the Health Center to request assistance with these appointments. We utilize great medical resources and an established network. *In our experience, communication is essential for successful collaborative care encompassing the family, student, health center, and outside providers.*
- Coordination and collaboration between community and school healthcare providers are vital to supporting the health and well-being of our students. All communication with our students' healthcare providers regarding students' PHI is kept confidential following HIPPA. If a student is currently or begins working with a mental health professional, we require an ROI to be completed and on file in Magnus for the student to board.
- Please send medication directly to the **Health Center Office, 300 Garrison Forest Road, Owings Mills, MD 21117**
 - GFS's pharmacy is [Metro Pharmacy](#), 10309 Grand Central Ave Suite 110, Owings Mills, MD 21117, (410) 505-9500
- Students with medication will check in and out at the health center for holidays and breaks. *Medication not picked up will be disposed of per the State of Maryland and Baltimore County guidelines.*
- Students going off campus must pick up medicine from the on-duty Residential Life staff.

Print Parent Name

Print Student Name

Parent Signature

Student Signature