

June 2021

Dear Parent(s)/Guardian(s),

Your child's health and safety is paramount and in order to ensure we provide the most professional and current healthcare practices we ask that you comply with the following requirements. Stoneleigh-Burnham School requires all students to have the following medical forms and documentation on file with the Health Care Center in order to be on campus.

Listed below are the required forms for all enrolled students. You can find these forms in School Forms Online (SFO). **All forms are due August 1, 2021.** Failure to return these forms by the August 1st deadline will result in a fee of \$100 billed to your child's tuition account.

### **Authorization for Medical and/or Surgical Treatment**

Your child cannot return to campus unless this form has been completed and submitted in SFO by a parent/guardian. The Authorization for Medical and/or Surgical Treatment **MUST** include United States-based insurance information unless insurance is being purchased through the School.

### **Health Care Provider's Examination Form**

An annual physical exam is mandatory for all students and must be valid for the entire school year per Massachusetts state law. We recommend scheduling a summer physical exam to ensure it does not expire midyear.

***The Health Care Provider's examination form must be printed, completed by your physician upon examination, and returned (via mail or fax) to the Health Care Center at Stoneleigh-Burnham School prior to August 1, 2021.*** We understand that the physical may be scheduled after this date. If this is the case, please email me to let me know when your student's physical is scheduled.

### **Certification of Immunization**

Mandatory immunizations must be completed to meet Massachusetts state requirements. The Certificate of Immunization form must be printed, completed by a physician, and returned (via mail or fax) to the Health Care Center at Stoneleigh-Burnham School prior to August 1, 2021. If needed, a waiver for meningococcal vaccination requirement form is also available.

### **Request for Immunizations and Vaccines**

Complete this form through SFO and submit it prior to August 1, 2021. We strongly recommend that students receive the no cost influenza vaccine, and we require that each student obtain the COVID-19 vaccine.

### **Medication Prescriber Authorization**

A separate form must be provided for each medication. Please note: For safety purposes, medication orders and medications must be written and labeled in English. Any medications that do not conform will be immediately mailed to the home address at the student's expense. Students **may not** have any prescription or over the counter medications in their dormitory rooms.

***The School Medication Prescriber Authorization form must be printed, completed by your physician, and returned to the Health Care Center at Stoneleigh-Burnham School prior to August 1, 2021.***

### **Medical Insurance**

**Copies of your insurance card FRONT and BACK (mandatory).** All students must be covered by a United States- based health insurance company that covers the student in the state of Massachusetts. Please provide a copy of your prescription drug card if you have one. We recommend your child have access to a credit card for vision and dental "emergencies." ***Copies of your health insurance card must be sent to Shelley Futter in the Dean's Office at Stoneleigh-Burnham School prior to August 1, 2021.*** Please note: If your child is covered under state-subsidized insurance, either in Massachusetts or out of state, you are responsible for any expenses incurred that are not covered by the state plan. Please also note the following policy regarding medical and dental appointments. When a student requires transportation and/or accompaniment to a medical or dental appointment, the following fees will apply:

- 1) For local drop-offs, \$20 flat fee (additional mileage fees will apply for out-of-town drop-offs.)
- 2) For accompanied appointments, \$70/hour will be charged in half hour increments.

**Kindly complete and return all medical forms prior to August 1, 2021.** Failure to do so will result in a fee of \$100, billed to your student's tuition account. All forms are available for download in SFO. Please call or email the Health Care Center if you have any questions.

Sincerely,  
Jenny Potee, BSN, RN  
Director of Health Services  
jpotee@sbschool.org