

# Wilbraham & Monson Academy

HEALTH SERVICES  
HANDBOOK  
2019-2020

## **Health Services**

### **A. Philosophy**

The primary purpose of Health Services is to encourage positive health practices among all students at the Academy. Health Services is available to provide the necessary information for students to make responsible decisions about their own lifestyles and health practices. Recognizing each individual has unique needs and goals, Health Services strives to maintain and/or restore the physical and mental health of each student so they may obtain an optimal level of wellness. In addition, Health Services encourages communication between students and parents/guardians. Health Services works to facilitate better understanding so the needs and goals of all may be worked towards and hopefully met. Each student is responsible for their own health practices and may wish to consider the following in making choices about their lifestyle:

- Healthy decision-making to identify, implement and sustain health enhancing behaviors
- Concepts of preventative medicine
- Healthy ways to cope and manage stress
- Principles of nutrition, healthy weight management and weight control
- The negative effects of smoking, drugs and alcohol
- The importance of sleep
- The value of personal hygiene

### **B. Health Services Staff**

Medical care and treatment in Health Services is provided by registered nurses, any situation requiring more substantial care and treatment is referred to a physician or, in the case of day students, to the parents.

#### **1. WMA Nurses**

WMA nurses support student's success by providing health care through assessment, intervention and follow-up for all children within the Academy setting. The WMA nurses address the physical, mental, emotional and social health needs of students, and support their achievement in the learning process.

Responsibilities include but are not limited to:

- Assessing and treating of a range of illnesses and injuries with appropriate follow-up
- Managing chronic disease, including health teaching to student and family
- Administration of medication as prescribed
- Providing care, assistance and health teaching
- Linking children and families with primary care physicians, specialists and health insurance as needed
- Providing first aid and emergency care for a range of injuries and health conditions
- Identifying students at risk and developing a plan of care with appropriate intervention
- Completing health screenings with follow up as needed
- Providing support and referral resources for children and their families

- Managing health records, immunizations and physical exams
- Assisting with referrals to specialists, dental and vision exams and psychiatric care

## **2. School Physician**

WMA utilizes the services of Family Care Medical Center, 1515 Allen Street, Springfield, Mass. Family Care Medical Center is staffed by board certified Emergency and Internal Medicine physicians, physician assistants and nurses. There is also an onsite fully staffed X-ray and lab facility.

Family Care Medical Center is the Academy's consultant for health care and is available to Health Services at specified times to treat the boarding school population. All arrangements to see a physician are made through Health Services.

### **C. Health Services Hours**

Health Services is staffed with registered nurses from 7:30 a.m. to 4 p.m. Monday, Tuesday, Thursday, and Friday. Wednesday hours are 7:30 a.m. to 1 p.m.

At all other times, the nurse on call can be reached by cell phone, which is given to all faculty and staff members. Students are requested to have a faculty or staff member contact the nurse on call for them.

### **D. Medical Forms, Health Insurance and Immunizations**

**Medical Authorization Form** - This form is to be completed annually before the student is allowed to move onto campus and/or attend classes. A signature of a parent or legal guardian is required, along with the date. By signing this, the parent or legal guardian hereby grants permission and authorizes the Academy, acting by and through its Health Services Medical staff and/or its representative to:

- provide medical care to their child, including, but not limited to, dispensing of non-prescription and prescription medication and to allow self administration of medication provided the school nurse determines it is safe and appropriate
- obtain medical and/or surgical treatment for their child in the event of an emergency ONLY if the parent or legal guardian cannot be reached
- immunize their child as required by Massachusetts state law if their child is not up to date on all immunizations and/or provide appropriate boosters and/or flu shots as indicated by the Health Services Director

**Health Insurance** - Every student must be covered by a health insurance plan that has a contact address in the U.S. while a student at WMA. If no proof of this exists at the time of registration, the Academy will enroll the student in the school's health insurance plan and will bill the parent/guardian for this coverage. All health care costs, including bills for hospitalization,

physician visits, physical therapy, psychological counseling, transportation and medications are the responsibility of the parent or guardian. If health insurance covers health care bills incurred by the student, parents must see to it the insurance company promptly pays these bills. Parents/guardians are responsible for processing and following up on insurance claims and paying copays. Permission to submit insurance gives Health Services, any hospital, physician or person who has attended or examined a student permission to furnish the insurance company or its representative information related to the claim. This signature is required for all students.

**Medication Permission Form** - A permission form for all students receiving prescription medication is required. Please see the Medication section below for more information.

**Physical Exam Form** - Massachusetts law, mandated by the Department of Public Health, requires a physical examination before entry into school and annually before participating in athletics.

**Immunization Record** - Massachusetts Law, mandated by the Department of Public Health, states that students must have all immunizations per Massachusetts requirements prior to starting school. A physician's certificate is the only acceptable evidence of immunization or disease. If your child has not received required immunizations prior to arrival, the immunization will be administered at WMA. All VIS (Vaccine Information Sheets) are available on the WMA Health Service webpage. The information is also available on the United States Center for Disease Control and Massachusetts Department of Public Health websites.

**Tuberculosis Test** - For students from the U.S., a TB test is required if the student has had close contact with anyone with TB, visited or lived for a month or more in any country with a high rate of TB (most Asian, African and South American countries). If a positive TB test has been reported in the past, the student should not be re-tested but documentation of a negative chest X-ray and/or a negative T-spot or Quantiferon blood test must be received. For international students, a tuberculosis test by Mantoux must be done annually for students living in or who have visited for a month or more in countries with high rates of TB (most Asian, African and South American countries). Documentation of the result is the same as for American students. The student needs to return to their physician 48 to 72 hours after testing to have the results of the Mantoux read and documented. The results must be on the Health Form before the beginning of school. If any student does not have such documentation on their Health Form, a Mantoux test will be administered by Health Services during orientation. If an X-ray and/or treatment is necessary, the student will be sent to the Dept. of Public Health TB clinic in Springfield, Massachusetts.

## **E. Medication**

In order to assure the safe use of all medications by students, all medications, including controlled substances is to be kept in Health Services and dispensed under a nurse's direction.

Medication must be in a properly labeled container or in a legal prescription bottle appropriate to the individual student. If it is not, the medication will not be accepted by Health Services. All medication that must be sent to the school from home or elsewhere must be transported by a parent/guardian or sent via Express Mail. Subsequently, all medication that arrives at school must

be given to the on-duty nurse, dorm parent or Administrator On Duty and accompanied by a note or explanation.

If prescriptions are filled by a family's home pharmacy, then it is the responsibility of the parent or guardian to get the medication to Health Services in a timely manner so that the student does not go without their medication. Health Services makes every effort to notify the family when medication is low, but it is the responsibility of the family to know when the prescription is due to be filled or if a new prescription is required. Many insurance companies also offer a mail in prescription plan that provides two to three months of medication.

Under no circumstances are students allowed to keep medication in their dorm rooms without the approval of the Director of Health Services. Students are not to have prescription medication, (e.g. methylphenidate, adderall, medical marijuana) or nonprescription medication (e.g., No-Doz, Nyquil, diet pills, Tylenol, Advil) in their personal possession. If medication kept without the knowledge of Health Services is found, the student may face disciplinary consequences.

## **F. Confidentiality**

Therapists, WMA nurses and the school counselor are bound both ethically and legally to maintain the confidentiality of those being counseled. Confidentiality will only be broken if there is reason to believe a student's behavior is injurious to either themselves or to others. Parents can sign a release to have the therapist communicate with the school.

## **G. HIPAA & School Health**

In 1996, the U.S. Congress passed the Health Insurance Portability & Accountability Act (HIPAA), which increased individuals' ability to maintain health insurance coverage. In addition, the U.S. Department of Health & Human Services was required under HIPAA to issue regulations:

- Standardizing the formats of electronic health care claims and transactions (known as the Transaction Rule)
- Establishing new requirements for the privacy of individually identifiable health care information (known as the Privacy Rule)
- Establishing new requirements for the security of electronic health care information (known as the Security Rule).

**How is this related to school health and the Health Service Department at WMA and is authorization required before a physician is permitted under HIPAA to disclose information and records related to a patient's immunization status to a school and school nurses?**

The Massachusetts Department of Public Health concluded that physicians and other licensed providers are permitted under HIPAA (45 C.F.R. & 164.512(b)) without an individual authorization, to disclose information and records related to a patient's immunization status to a school and its agents to meet the requirements of M.G.L. c. 76, & 15, 105 CMR 220.000 and 603 CMR 18.05. By statute and regulations, schools are authorized to collect or receive

information to prevent and control disease.

**Is authorization required before a physician or other health care provider is permitted under HIPAA to discuss the treatment of a patient with a school nurse regarding a patient /student enrolled at the school?**

The HIPAA Privacy Rule permits a health care provider to discuss protected health information about an individual, without the consent of the individual, to another health care provider for that provider's treatment of the individual. 45 CFR 164.506 and 45 CFR 164.501.

**Do school health programs have to comply with the Transaction Rule?**

This does not apply to WMA since we do not transmit any health information in electronic form in connection with a HIPAA standard transaction. Any third party billing that is done through Health Services to a health insurance company is done via paper and an important aspect of the Transaction Rule is that it does not apply to health care providers when billing by paper; nor does the Transaction Rule require providers to switch to electronic billing.

WMA also requires all parents/guardians to authorize the WMA Health Service staff to act on their behalf, with regard to the student's medical care while in attendance at the Academy. This gives WMA the legal authority, under Massachusetts state law, to seek medical treatment and secure reimbursement through his/her health insurance plan. This authorization is listed under section E on the Health Form, Authorization for Treatment. All students are required to have this section completed in order to attend the Academy.

**Can a covered entity under HIPAA (for example a physician) fax protected health information (PHI) to a school nurse?**

Yes. In December 2002, the Office of Civil Rights issued guidance stating that the HIPAA Privacy Rule permits physicians to disclose protected health information to another health care provider via fax as long as the disclosure is allowed under HIPAA and both the disclosing and receiving entity have in place "reasonable and appropriate administrative, technical and physical safeguards" to protect the privacy of the PHI.

Health Services has a private fax located in the Health Services Office, available only to the Health Services staff. The fax number is 413.596.3655.

Information regarding HIPAA obtained from the Massachusetts Department of Public Health website, for more information go to [www.mass.gov/dph/fch/schoolhealth/hipaa\\_faq](http://www.mass.gov/dph/fch/schoolhealth/hipaa_faq).

## **H. When a Student Needs Medical Care**

Visits to Health Services for minor ailments should be planned so as not to conflict with other school responsibilities. Students are expected to be prompt in reporting for their medication before the start of class, students will not be given late passes to class because of their own tardiness to the Health Office.

Medical and dental appointments should be made so as not to interfere with school responsibilities.

**Day Students** - Day students who are ill should remain at home. The parent/guardian must notify the Deans Office that the student is sick. If the student becomes ill during the school day, the student must come to Health Services for evaluation and treatment. Only students seen in Health Services, who are ill, will be excused from missed classes. If more than first aid and/or non-prescription medicine is required, the student's parents/guardians are notified and parents/guardians must make arrangements to pick their child up for further medical treatment.

If a student is out of school for a week or more for an illness, Health Services may request a letter from the student's doctor deeming them fit to return to school.

Day students who require first aid and/or medical intervention have the injury treated as necessary by Health Services and/or athletic training. The student's parents are called and allowed to make a decision regarding necessary treatment or intervention after the nurse's assessment is given to them.

**Boarding Students** - Boarding students should report to Health Services when they feel ill or are injured. They may not stay in their dormitory rooms unless specifically directed to do so by the Health Services staff. Minor treatments and first aid are administered in Health Services.

Students requiring more comprehensive treatment are referred to the school physician. Possible exceptions to this policy may include dental, orthodontic, orthopedic, dermatological, podiatry or gynecological appointments. Parents/guardians wishing their child to be seen by a doctor other than the school physician should notify Health Services, especially if insurance requires referrals. It is the responsibility of the parents/guardians to contact the new physician with their child's medical and insurance information. After the parent/guardian has made contact, Health Services will help to coordinate the visits. Health Services can provide referrals if necessary.

Appointments for requiring medication management can be made with an area psychiatrist through Health Services with the permission of the parent/guardian. It is the responsibility of the parent/guardian to assume responsibility for paying for these fees.

In case of an emergency or if the school physician cannot be reached, students are taken to the most appropriate medical facility. Parents must handle long-term illnesses or elective procedures at home.

### **Sports Injuries**

Initially, the athletic trainer evaluates all emergency sports injuries. If medical consultation is needed, the athletic trainer refers the student to Health Services. In an emergency, students are transported in an ambulance if necessary to the most appropriate medical facility.

After incurring an injury requiring medical evaluation, students must present the athletic trainer with a statement signed by a physician, indicating the student's status in sports participation and any other pertinent instructions. This statement is kept on file in the Athletic Training room and at Health Services.

### **Concussion Protocol**

Collaboration and sharing of information is crucial to management and coordination of student's care after a head injury. WMA requires coaches and other personnel report any head injury immediately to the athletic trainer and/or school nurse. Parents/guardians of a student who sustain a head injury outside of school-related activities are required to inform the athletic trainer. The underlying philosophy of these policies is "when in doubt, sit them out."

We want to have our student-athletes return safely to academics and athletics after a concussion or other injuries. WMA follows the Massachusetts Department of Public Health guidelines to ensure a student who is concussed is identified, treated appropriately and completely recovered, and to educate the Academy community about concussions. The head athletic trainer oversees the implementation of policies and protocols governing the prevention and management of head injuries.

Any student who receives a blow to the head and/or exhibits any signs or symptoms of concussion must be removed immediately from play/practice. The athletic trainer will initiate care and evaluate.

An athlete who exhibits signs or symptoms of concussion or has abnormal cognitive testing, will not be permitted to return to play on the day of the injury. Any athlete who denies symptoms but has abnormal cognitive testing should be held out of activity.

WMA uses ImPACT to help evaluate concussion injuries. It is a computerized system to evaluate the student who is concussed after the injury and track recovery for safe return to activity, thus preventing the cumulative effects of concussion. WMA requires all Grade 9 - PG students, and Grades 6 - 8 who play a sport, take the baseline ImPACT test. By completing this test, the athletic trainer will be provided with baseline data that will be used to compare post-injury scores if a student sustains a concussion.

Parents/guardians of day students who are symptomatic but stable will be contacted by the athletic trainer and are expected to take responsibility for their child immediately. The athletic trainer will communicate their findings with the parents/guardians.

Parents of boarding students who are symptomatic and stable will be notified of the injury. The student will be monitored for signs and symptoms and referred as necessary.

When a student loses consciousness for any reason, EMS will be activated. Athletes who are removed from play or practice and who begin to develop signs and symptoms of a



worsening brain injury will be transported to the ER immediately.

### **Post-concussion protocol**

Any student who has sustained a head injury must participate in a post-concussion protocol and have a doctor's note/or be cleared by the athletic trainers before being able to return to full academic and extracurricular athletic activities.

The plan, put forth by the treating physician, shall be communicated with the parents, Dean of Studies, school nurse and athletic trainer. This plan, if needed, shall include instructions for a student, parents/guardians and school personnel addressing physical and cognitive rest, graduated return to academics and athletics, assessment frequencies, as appropriate, physician or athletic trainer until full return to academics and athletics is authorized. If classes appear to be exacerbating symptoms, consideration for academic accommodations must be made until a physician's note is received with specific directives. The Dean of Studies will share the plan with the student's teachers and advisor.

The student is required to see the Health Services Office daily to complete a symptom checklist and must be completely symptom free and medically cleared in order to begin graduated re-entry (stepwise program) to activities.

The student must meet the following criteria in order to progress back to activity:

- Be symptom-free at rest and during full academic days for 5 - 7 days, without medication, or if symptomatic, per concussion specialist written authorization
- Test within normal range of baseline on post-concussion ImPACT testing  
As determined by the athletic trainer and/or treating physician
- Have written clearance from Primary Care Physician or specialist

If treating physician does not have concussion training and experience or if the concussed athlete's treatment plan varies from the school's concussion protocol, the school and/or physician may be consulted. The athletic trainer, with the concurrence of the school physician, will have the final say with regards to an athlete's ability to return to any sport activity.

Once the above criteria are met, the athlete's progression back to full activity follows a stepwise process, (as recommended by the National Athletic Trainers Association), under the supervision of the school's athletic trainer. Progression is individualized and will be determined on a case by case basis. Progression will require the student-athlete to be symptom-free and generally each step should take 24 hours. Additional medical clearance may be required for full contact.

Step 1: Light aerobic exercise – (e.g., walking, stationary bike)

Step 2: Running or sprinting in the gym or on the field

Step 3: Sport-specific training (e.g., skating in hockey, running in soccer) Non-

contact training drills, may lift weights

Step 4: Full practice with contact

Step 5: Full-contact training after medical clearance/unrestricted training

### **Return to play**

If the athlete experiences post-concussion symptoms during any phase, the athlete should stop exercise and rest. When symptoms resolve, the student will drop back to the previous asymptomatic level and resume the progression after 24 hours.

Lingering symptoms may require additional physician or other medical specialist follow-up (i.e., concussion M.D. specialist and neuropsychologist). All associated costs for such will be the responsibility of the parent/guardian.

### **Communicable Diseases**

Health Services evaluates boarding students with conditions that appear to be communicable. Any student requiring isolation is sent home, isolated in the Health Office or hospital, depending on diagnosis. Students may return to campus only after presenting Health Services with a statement signed by their physician certifying the contagious period has ended.

### **Hospitalization**

If an illness or injury requires hospitalization, the student is transported to the most appropriate medical facility with the Medical Authorization Form, which includes parent/legal guardian signature for appropriate treatment, health insurance information and parent contact information. Once the student has been admitted, they are only released to the parent, legal guardian or school nurse. After a hospitalization, students must present Health Services with a signed physician's statement to return to school.

### **Parental Notification of a Student's Illness**

It is not always possible to contact the parents every time Health Services treats a student. Health Services will contact the parents with any significant injuries or illnesses that may require special medical care or a visit to the physician. For minor illnesses and injuries, such as colds, mild sprains and strains, it is the responsibility of the student to contact their parent if it seems fit. The parents and/or legal guardians are encouraged to contact the nurses in Health Services at any time with questions and/or concerns about their child.

For serious illness/injuries and hospitalization, Health Services contacts the parents and/or legal guardian as soon as possible. Health Services also informs the Administrator On Duty of any significant illnesses or injuries.

## **I. Medical Leave of Absence**

Understanding the nature and range of conditions that arise with teenagers, the treatment for certain medical and psychological conditions and behaviors might need to occur outside the school setting. The goal of a medical leave of absence is for the student to regain health and the ability to function consistently, productively and safely when they return to school. The leave provides the student with the time to focus on recovery, medical/psychological care and self-care.

A medical leave of absence generally occurs when:

- a physical or mental illness is seriously affecting the student's ability to attend class, perform in class or do academic work, even with support and accommodations
- the student's ability to participate in academic, athletic and social life, even with support and accommodations, is disrupted and too difficult to manage
- the student behaves in ways that can be considered self-destructive or dangerous to others
- the demands of school are affecting the student's ability to focus on recovery
- the student feels in crisis and requires an increased level of care
- the student is not engaged in treatment that the school has made a condition of attendance, after the student has been evaluated by medical and/or mental health professionals, who have deemed such treatment appropriate

A student's family may request such a leave at the recommendation of objective medical professionals. Additionally, if in the school's judgment, a student is exhibiting symptoms that make the student unable to participate in required academic or extracurricular activities without imposing an undue burden on the school's resources, the school may recommend and require that the student be evaluated and subsequently placed on medical leave. Decisions about granting or requiring a medical leave, or a student's return from leave, rest with the Dean of Students and Head of School. The Dean of Studies will coordinate the student's academic responsibilities while on leave and makeup work upon return.

To return to school after a medical leave of absence, a thorough professional evaluation of the student's current mental health or medical condition from the physician, psychiatrist or other professional who treated the student during the medical leave of absence must be provided to the school. This evaluation must include the current treatment plan, services required upon return to WMA and expectations for the student. The Academy may require an additional evaluation or consultation by our physician or consulting school psychologist.

Before returning to school, the student will meet with the Dean of Students, School Counselor, and/or the Director of Health Services to review the student's wellness plan. The plan is developed to ensure the student is best supported at WMA. The student is expected to follow all steps of this plan. Parents/guardians are welcome to attend this meeting.

The guiding principle of return from a medical leave is the school's confidence that the student can return safely, and that the student's return will not compromise the student's continued recovery, interfere with the school's ability to serve other students' needs or place an undue burden on the school. As a corollary to this principle, a student whom the school determines can

safely participate in the regular school day may nevertheless be restricted from participation in overnight field trips or other residential-style school activities. Students with disabilities, including those related to mental health conditions, have the right to reasonable accommodations relative to the disability.

The goal of a medical leave is to give the student the opportunity to regain health and thereby function consistently, productively and safely at the school. In the absence of a treatment plan that meets this goal or a student following the treatment plan, in the view of the school personnel, the school may require the student to withdraw.

#### **J. Student Compliance with Medically Prescribed Treatment**

Students are responsible for closely following medical advice. Medication must be taken at Health Services unless otherwise directed by the nurse. Students are expected to be on time for scheduled doses or appointments. Frequent tardiness, failure to report or blatant noncompliance with medical advice is unacceptable behavior and will be brought to the attention of the Dean of Students and treated as a disciplinary issue.

#### **K. Chemical Abuse and/or Dependency**

Students concerned with their own or another's chemical abuse and/or dependency (e.g. drugs, alcohol, or tobacco products) may contact Health Services. If a student comes to the Health Services Office asking for assistance, the student will not receive disciplinary consequences. Appropriate referrals will be made to meet the individual's needs with the goal of helping the student with treatment and recovery. See the Substance Policy in the handbook for more information.

The role of the parent/ legal guardian in substance prevention is extremely important. Parents/guardians need to be informed and communicate their position on drug and alcohol use with their children, as well as support the Academy and law enforcement policies regarding the use of alcohol and drugs by young people.

#### **L. Counseling**

A school counselor is available to meet with students on campus. The counselor meets with the students individually and in groups for the purpose of enhancing student academic, social and emotional success by developing and strengthening coping strategies, resiliency and healthy communication.

WMA consults with area psychologists. These psychologists see students by appointment arranged through Health Services. There is a fee for this service. Most insurance plans cover this fee, but it is the responsibility of the family to be sure payment has been made.

## **M. Eating Disorders**

Students with suspected eating disorders are brought to the attention of Health Services so that they may be referred to the appropriate person(s) or facility. Parents and/or guardians are notified of suspected eating disorders for prompt and appropriate treatment. Students diagnosed with an eating disorder will be required to see a nutritionist, psychologist and medical physician, all specifically trained in treating eating disorders. Health Services will work with the student and family to be sure the best care possible is achieved. If the student is not cooperative in their treatment then they may be required to take a medical leave of absence for more intensive treatment.

## **N. Food Allergies**

Students and their families are encouraged to inform the Health Services Office and Flik Dining Services of all food allergies. Parents of students who have severe allergies with potential of anaphylaxis must meet with the Director of Health Services to develop an action plan. The student is responsible for providing the Health Services with an EpiPen at the beginning of each year. The goal is to provide a safe and respectful environment for all students and to provide support as students make healthy food choices and gain self confidence in the choices they make.

## **O. Guidelines for Infectious Diseases**

WMA has a responsibility to safeguard the welfare of all members of its community. However, the increasing presence of infectious diseases around the world suggests that all schools need to be vigilant in screening students and employees for signs of illness following the Department of Public Health guidelines. Therefore, the Academy has established guidelines on how to best deal with this issue.

The school shall review each potential and/or actual diagnosed case of infectious disease to determine how best to protect the health of all students and personnel at Wilbraham & Monson Academy. The school maintains the right to interrupt or terminate a student's attendance by virtue of any health condition that may adversely affect the student or student body. The Head of School makes such decisions upon receipt of recommendations from the Health Services staff.

To minimize the potential for infection and disease, we will continue to educate the entire community on how to stay healthy, travel healthfully and learn about risks from the Center for Disease Control and Department of Public Health.

## **P. Sexuality & Reproductive Health**

The Health curriculum in the Middle and Upper School has age-appropriate content and lessons related to growth and development, sexual development, relationships, responsible decision-making, methods of birth control, including abstinence, and sexuality.

A student wishing to be sent to a Family Planning Clinic is responsible for scheduling the appointment and paying the cost. We encourage students to speak to Health Services and parents/guardians (if appropriate) to help them make healthy decisions regarding this matter.

To have an abortion in Massachusetts, a woman under the age of 18 must have written permission of both parents. If it is not possible for some reason, she may petition the court to be declared an emancipated minor for this particular situation.

**Q. Transportation to/from Medical Appointments**

Parents are responsible for any transportation fees incurred by their child while going to or returning from medical and counseling appointments. Transportation to the hospital is available via a school vehicle or any faculty car available at that time. A seriously injured student is transported by ambulance and accompanied or followed by a faculty member. For medical and counseling appointments, transportation fees range from \$10 to \$25, depending on the distance and time involved.