



March 26, 2019

Dear Parents and Guardians,

The health and safety of your children while students at Wilbraham & Monson Academy is of the utmost importance to us. To prepare properly, we need you to provide Health Services with a **complete record** of your child's health history and current health status. Please pay close attention because the health forms have changed.

We ask you, as parents/guardians, to complete the Medical Authorization Form. It is extremely important that this form is filled out **completely** and **accurately** since this is the form used in an emergency. All emergency contacts with telephone numbers should be included. The **signatures needed for medical authorization AND permission to submit insurance information must be present**; without these signatures your child will not be able to attend school.

The Physical Exam Form is the form that you bring to your child's physician to be completed. Massachusetts Law, mandated by the Department of Public Health, requires a physical examination of school children before entry into school and annually before participating in competitive sports. Immunizations must be up to date. If your child has not received all of his/her required immunizations they will be provided when he/she arrives at the school. For new residential students, please be sure to review the Massachusetts General Law regulations pertaining to the Meningococcal vaccine also enclosed in this mailing. If your child is a new residential student and has **not** received the Meningococcal vaccine please sign the waiver form and return with the other required forms. New students are required to have a completed Health History Form. If there have been changes in a returning student's health status then the Health History Form can be updated and submitted.

The Health Service Handbook provides students and parents with information about the health philosophy of the school, as well as information regarding treatment, student health care, psychological counseling, use of medication, and any other topic that deals with wellness and medical treatment at the Academy. You can find the handbook on the Wilbraham & Monson Academy website (www.wma.us). Please take the time to read through the handbook, as there is very important information you will need to know while your child is a student at Wilbraham & Monson Academy.

In order to ensure the safe use of medication by students, **all medication** is to be kept in Health Services and dispensed under a nurse's direction. Under no circumstance are students allowed to keep medication in their dorm room without the approval of the Director of Health Services. **We prefer students to leave all nonprescription medication at home since we keep a supply of medication for students in the Health Office.**

Please return the Medical Authorization Form, Physical Exam Form/Immunization Record and Health History Form to the Academy by **August 1, 2019**. Do not hesitate to contact Rosemarie Power R.N., Director of Health Service, at 413.596.9130 or rpower@wma.us with any questions you may have regarding the enclosed information.

Thank you for your cooperation,

A handwritten signature in cursive script that reads "Rosemarie B. Power R.N., B.S.N.".

Rosemarie B. Power, R.N., B.S.N.
Director of Health Services