Health Services Handbook

A Guide for the WMA Community
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I. Philosophy

The primary purpose of Health Services is to encourage positive health practices among all students at the Academy. Each student is responsible for his/her own health practices and may wish to consider the following in making choices about his/her lifestyle:

- Healthy decision-making
- Concepts of preventative medicine
- Coping with stress and distress
- Principles of nutrition and weight control
- The effects of smoking, drugs, and alcohol
- The importance of sleep
- The value of personal hygiene

Health Services is available to provide the necessary information for students to make responsible decisions about their own lifestyles and health practices. Recognizing that each individual has unique needs and goals, Health Services strives to maintain and/or restore the physical and mental health of each student so that he/she may obtain an optimal level of wellness. In addition, Health Services encourages communication between students and parents and works to facilitate better understanding so that the needs and goals of both parties may be satisfied.

Health Services respects the need for confidentiality and does not violate that trust unless a student’s actions are deemed injurious to himself/herself or to others.

II. Medical Authorization Form

This form is required for admission. Please return it to Health Services by August 1.

A. Data Base

Self-explanatory
B. Medical Authorization

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 Medical Director, and/or its representative to:

a. provide medical care to your son or daughter, 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;

b. obtain medical and/or surgical treatment for your son or daughter in the event of an emergency **ONLY** if the parent or legal guardian cannot be reached; and

c. immunize your son or daughter as required by Massachusetts state law if he/she is not up to date on all immunizations, and/or provide appropriate boosters and/or flu shots as indicated by the Medical Director.

C. Health Insurance

All students must be covered by a health insurance plan that

has a contact address in the USA during the academic year. 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 for this coverage. The school’s coverage may also be purchased for students as a secondary policy to their existing American plan. Students must carry an insurance card at all times.

All health care costs, including bills for hospitalization, physician visits, physical therapy, psychological counseling 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 that the insurance company promptly pays these bills. Parents are responsible for processing and following up on insurance claims.

Permission to submit insurance gives WMA health services, any hospital, physician or person who has attended to 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.
III. Physical Exam Form

To be completed and signed by the examining physician. Massachusetts law, mandated by the Department of Public Health, requires a physical examination before entry into school and annually BEFORE participating in athletics.

A. Immunization Record

Massachusetts Law, mandated by the Department of Public Health, states that no student with an incomplete or absent immunization record may be enrolled in school. A physician’s certificate is the only acceptable evidence of immunization or disease.

B. Tuberculosis Test

U.S. Students – 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.

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 results is the same as for American students.

Remember that the student needs to return to his/her 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 his/her 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.

IV. Student Profile/Medical History

Self-explanatory
V. Medication

In order to assure the safe use of all medications by students, ALL medication is to be kept in Health Services and dispensed under a nurse’s direction unless approved by the Director of Health Services. 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 or nonprescription medication (e.g., No-Doz, Nyquil, diet pills, Tylenol, laxatives) in their personal possession. If medication kept without the knowledge of Health Services is found, the student may face disciplinary action. Please list all medication on the physical exam form.

Medication must be in a properly labeled container or in a legal prescription bottle appropriate to the individual student or the medication will not be accepted by Health Services. All medication that must be transported to the school from home or elsewhere must be transported by a parent or 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. Students must not be involved in the transportation of medication.

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 his/her 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. Please mark your calendars. Many insurance companies also offer a mail-in prescription plan that provides two to three months of medication. Please check with your insurance company for this benefit.

A permission form for all students receiving prescription medication is required. Please check with Health Services or the WMA website to get this form.

VI. Health Services Hours

Health Services is staffed with registered nurses from 7:30 a.m. to 4 p.m. Monday through Friday, with the exception of Wednesday, when hours are 7:30 a.m. to 1 p.m.

At all other times, the on call nurse can be reached by cell phone, which is given to all faculty and staff members. Students are requested to have an adult get in contact with the nurse on call for them except in emergency situations when an adult cannot be located easily.
Wilbraham & Monson Academy utilizes the services of Family Care Medical Center, 1515 Allen Street, Springfield, Massachusetts. 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.

**VII. Responsibility for Treatment**

Actual medical care and treatment in Health Services is provided by Registered Nurses, any situation requiring more substantial care and treatment is referred to the school physician or, in the case of day students, to the parents.

**A. Function of the Nurses**

The role of the school nurse interacts with three major systems affecting children and adolescents: education, health and public health. This requires both clinical and management expertise, as well as ability to work with families and a range of disciplines within the school and community. Responsibilities include:

- Assessment and treatment of a range of illnesses and injuries
- Managing chronic disease
- Administration of medication
- Providing care assistance with medical technology
- Linking children and families with primary care physicians and health insurance
- Providing first aid and emergency care for a range of injuries and health conditions
- Identifying students at risk
- Completing health screenings
- Providing support and referral resources for children and their families
- Health teaching
- Managing health records, immunizations and physical exams
- Assisting with referrals to specialists, dental and vision exams and psychiatric care

**B. Function of the School Physician**

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.
VIII. HIPAA and 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.

WMA Health Services has a private fax located in the Health Office, available only to the Health 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.

**IX. Student Health Care**

**A. Day Students**

Day students who are ill should remain at home. Health Services must be notified if the student develops a communicable disease.

If the student becomes ill during the school day, he/she may come to Health Services for treatment. If more than first aid or non-prescription medicine is required, the student’s parents are notified and they must make arrangement for further medical treatment.

Day students who are injured during the school day and 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.

B. Residential Students

Because the Academy is “home” for many students during the school year, residential students should report to Health Services when they feel ill or are injured. Under no condition may they 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. 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.

C. Sports Injuries

Participation in athletics at Wilbraham & Monson Academy is mandatory, and all students must have an up-to-date physical exam on file in Health Services to participate.

Initially the Trainer evaluates non-emergency sports injuries. If medical consultation is needed, the Trainer refers the student to Health Services. In an emergency, students are transported to the most appropriate medical facility via ambulance.

After incurring an injury that requires medical evaluation, students must present Health Services 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 Health Services.

Concussion Protocols & Testing Overview

Concussions are a common injury in teenagers and the consequences of not recognizing them or not managing them adequately are becoming increasingly clear. With the growing amount of information about concussions we are more aware of their life long impact. Each concussion sustained makes the student-athlete more likely to accrue another one. With each head injury recovery is longer and the student athlete is susceptible to second impact syndrome (swelling of the brain)

We at Wilbraham & Monson Academy want to have our student-athletes be able to safely return to academics and athletics after a concussion or other injuries. WMA follows the guidelines established by the Massachusetts Department of Public Health. The following procedures have therefore been developed to aid in ensuring that concussed students are identified, treated and referred appropriately; receive appropriate follow-up medical care,
including academic assistance; and are completely recovered prior to returning to full participation in both the academic and athletic programs at Wilbraham & Monson Academy.

**WMA’s Concussion Management Program Goals:**

Provide parents with Concussion Education Program to review online
Students in Grade 9 - PG will complete the ImPACT (Immediate Post-Concussion Assessment and Cognitive Test) online during the fall season with their fall sport team or activity
All students will be required to attend a presentation on concussions at school

Persons responsible for implementation of policy and procedures

Wilbraham & Monson Academy has designated the head athletic trainer and team physician to oversee the implementation of policies and protocols governing the prevention and management of head injuries. In addition, they will be responsible for supporting and enforcing the protocols, documentation, required training and reporting;

**Training requirement**

In accordance with the Commonwealth of Massachusetts policies, Wilbraham & Monson Academy requires safety training on sports-related concussion. The head athletic trainer does a presentation for the entire upper school and faculty on concussions including: prevention, sign & symptoms, causes, recovery and return to play. Materials are available at registration for student-athletes and parents. Materials include websites for training and other written materials. Each season the athletic trainer works with teams to ensure that equipment fits properly, instruct all coaches in current best practices in their sport.

**Concussion Education**
Understanding what a concussion is and how to recognize it is the foundation of any Concussion Management Program. This is important for both parents and students. Two excellent courses are available online. Please take either of the courses listed below:

- **NFHS**
  Course: [https://www.nfhslearn.com/Registration.aspx](https://www.nfhslearn.com/Registration.aspx)
  Fill out the registration form and continue following all directions

- **Centers for Disease Control Course:**
  Click the arrow to start
ImPACT
WMA has been using ImPACT for the past three years to help evaluate concussion injuries. Previously we focused our attention on athletes, but because we have seen an increased number of concussions in non-athletes and because a concussion can occur just about anywhere, we expanded our testing to include all Upper School students.

ImPACT is a computerized concussion evaluation system. This type of concussion assessment can help objectively evaluate the concussed student after the injury and track recovery for safe return to activity, thus preventing the cumulative effects of concussion. It also aids in determining if academic accommodations are needed following an injury.

WMA is requiring all Grade 9-PG students take Baseline ImPACT test. By completing this test, WMA will be provided with baseline data that will be used to compare post-injury scores if a student sustains a concussion. Each student in his or her freshman and junior years (or every two years) will be required to take the ImPACT test at school, which will be their baseline. ImPACT is a computer-based concussion assessment tool which tests:

- Attention span
- Working memory
- Sustained and selective attention time
- Response variability
- Non-verbal problem solving
- Reaction time

Each of these components are vital in the evaluation of a concussion. Anytime there is a suspected head injury the student – athlete will be retested and the scores will be compared to their baseline.

Reporting and review of incidents of head injury during the school year

Collaboration and sharing of this information is crucial to management and coordination of student’s care after a head injury. Wilbraham & Monson therefore requires that coaches and other personnel report any head injury immediately to the athletic trainer and/or school nurse. Parents of students who sustain a head injury outside of school-related activities are required to inform the athletic trainer. It is expected that all members of school staff adhere to the following to support the health and safety of students. The underlying philosophy of these policies is: “when in doubt, sit them out.”
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 who will initiate care as necessary will evaluate him. The student will be removed from all athletic activity for a period of not less than 24 hours.

A student, if clinically able, will be allowed to attend classes. However, if classes appear to be exacerbating symptoms, consideration for academic accommodations must be made until a physician’s note is received with specific directives. (See Post concussion graduated re-entry)

Parents of day students who are symptomatic but stable will be contacted by the athletic trainer and are expected to take responsibility for their children immediately. The athletic trainer will communicate his/her findings with the parents and advise follow-up with the primary care provider. The parents will receive important information regarding signs and symptoms of deteriorating brain injury/ function prompting immediate referral to a local emergency room as well as return to play and academic requirements at the school. (See below: Post concussion graduated re-entry)

Parents of boarding students who are symptomatic and stable will be notified of the injury by the athletic trainer. The student will be monitored for signs and symptoms of deteriorating brain injury/function 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.

The athletic trainer or school nurse will notify the student’s advisor, assistant head, dean of students, and director of studies of the injury and the post concussion protocol will be initiated. An academic accommodations form will be sent via the Health Office. Students are required to see the Health Office daily to complete a symptom checklist.

The athletic trainer or school nurse will maintain communication with the student’s health care provider and will notify all necessary staff of progression, recovery and return-to-play.

Any student who has sustained a head injury must have a MD note/or be cleared by the athletic trainers before being able to participate in sports.
Wilbraham & Monson Academy Return to play concussion protocol

When may an athlete return from injury?

If it is determined that an athlete has a concussion he/she will be out of competition until he/she is cleared for participation by a physician or athletic trainer. No student-athlete will be allowed to go from being sidelined with a concussion to participating in any activity until he/she has gone through the return to activity from the treating physician or athletic trainer. Each student-athlete will vary in their recovery depending on their concussion history. Any student-athlete who is removed from practice or competition shall have a graduated re-entry plan for return to full academic and extracurricular athletic activities. The plan, put forth by the treating physician, shall be communicated with the student’s teachers, the student’s adviser, school nurse, certified athletic trainer, parent and other support personnel as appropriate and in consultation with the student’s primary care provider or the treating physician. This plan, if needed, shall include instructions for a student, parent(s) 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. The student must be completely symptom-free and medically cleared in order to begin graduated re-entry (stepwise program) to activities.

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.

“When in doubt, sit them out.”

A. The athlete must meet the following criteria in order to progress back to activity:

Symptom-free at rest and during full academic days. (or if symptomatic, per concussion specialist written authorization).

- Within normal range of baseline on post-concussion testing on ImPACT testing
- ImPACT results reviewed by the ATC, and have recommendations from treating physician.
- Student MUST be symptom free without medications for 5 – 7 consecutive days (or per Concussion Specialist/MD written orders) AND:
- Have written clearance from Primary Care Physician or specialist (student must be cleared for progression into activity by a physician other than an emergency room physician). 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 will be consulted.

- The highest trained specialist that sees the athlete must provide written clearance.
- The ATCs with the concurrence of the school or team 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 will be progressed back to full activity following a stepwise process, (as recommended by the NATA Statements), under the supervision of the Certified Athletic Trainer.

Progression is individualized, and will be determined on a case by case basis. Factors that may affect the rate of progression include: previous history of concussion, duration and type of symptoms, age of the athlete, and sport/activity in which the athlete participates. An athlete with a prior history of concussion, one who has had an extended duration of symptoms, or one who is participating in a collision or contact sport should be progressed more slowly.

**B. Stepwise progression as described in the NATA Statement:**
A step wise approach to sports will be initiated, when indicated, by the above criteria by the ATC.

**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

Progression to the next step will require the student-athlete to be symptom-free and generally each step should take 24 hours.

Clearance will be required prior to returning to any activity. Additional medical clearance may be required for full contact.

The athletic training staff, in consultation with the school nursing staff, school and physician, reserve the right to continue to withhold a student-athlete from participation until the school medical staff deems fit.
Note: 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.

The athletic trainer and student-athlete will discuss appropriate activities for the day. The student-athlete and coach will be given instructions regarding permitted activities.

The athlete should see the athletic trainer daily for reassessment and instructions until he or she has progressed to unrestricted activity.

Lingering symptoms may require additional physician or other medical specialist follow-up (ie, concussion MD specialist and neuropsychologist). The athletic trainer or the student-athlete’s parents may request such to review the ImPACT test data and medical information. All associated costs for such will be the responsibility of the parent or guardian.

References:
https://www.wiaawi.org/Portals/0/PDF/Health/WIAA_concussion_rev.pdf
(Adapted from Frank Mastrangelo –Lawrence Academy)

Additional education:
www.nfhs.com
www.nfhslearn.com
http://www.cdc.gov/headsup/index.html
https://www.wiaawi.org/Portals/0/PDF/Health/WIAA_concussion_rev.pdf

D. Communicable Diseases

The school physician evaluates residential 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 that the contagious period has ended.

E. Transportation

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. Please contact the Business Office for transportation fees.

F. 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, he/she is only released to the parent, legal guardian or school nurse. Students must present Health Services with a signed physician’s statement to return to school.

Health Services informs parents and/or guardian of hospitalization as soon as possible.

G. 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 his/her 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 and injuries, 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.

H. School Absence Due to Illness

Residential students who are sent home on emergency medical leave and day students who miss school due to serious illness (requiring a physician’s attention or hospitalization) must present Health Services with a statement signed by a physician which includes:

- Date of evaluation (including periods of hospitalization)
- Diagnosis
- Treatment prescribed
• Pertinent restrictions (e.g. from sports)
• Medical clearance for returning to school

No student may return to school without this statement.

I. 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.

J. Additional Information and Guidelines

1. Only the Nurse can excuse students from classes due to illness; therefore, students must report to Health Services before the start of classes if they are ill. At no time are students allowed to remain in their dormitory rooms without clearance from Health Services.

2. All athletic excuses are issued before 3 p.m. unless there is a sudden onset of illness or an accident.

3. Visits to Health Services for minor ailments should be planned so as not to conflict with other school responsibilities.

4. All prescription and non-prescription medicine belonging to the student must be kept in Health Services. Under no circumstances should medication be kept in the student’s room without the knowledge of Health Services. 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.

5. Residential students requiring the services of a physician are treated by the school physician. Possible exceptions to this policy may include dental, orthodontic, orthopedic, dermatological, podiatry, or gynecological appointments. Parents 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
to contact the new physician with their child’s medical and insurance information. After the parent has made the contact, Health Services will help to coordinate the visits. Health Services can provide referrals if necessary. The student’s primary physician and phone number must be supplied to Health Services.

6. Residential students who require an appointment with any physician or dentist should either make it through Health Services or inform Health Services in advance. Transportation is arranged through Health Services.

7. All students are urged to have routine dental work taken care of before school starts. Medical and dental appointments should be made so as not to interfere with school responsibilities.

X. Psychological Counseling

A. Psychological Services

1. A counselor will be available to meet with students on the WMA campus. The counselor will meet 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.

2. WMA consults with an area psychologist. This psychologist sees 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. For more information, please contact the Director of Health Services.

3. Appointments for boarding students requiring medication management will be made with an area psychiatrist through Health Services with the permission of the parent and/or guardian. Again, it is the responsibility of the parent or guardian to assume responsibility for paying for these fees.

B. Confidentiality

The therapist is 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 himself/herself or to others.
C. Eating Disorders

Students with suspected eating disorders must be brought to the attention of Health Services so that the student 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 his/her treatment then he/she will be required to take a medical leave of absence for more intense treatment.

D. 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 or Psychological Services. Appropriate referrals will be made to meet the individual’s needs.

XI. Sexuality

A. Sexual Education

1. The Middle School has a formal health curriculum that includes information related to normal growth and development, sexual development, relationships, responsible decision-making and methods of birth control including abstinence.

2. The health curriculum for the Upper School expands on what is taught in the Middle School with more serious dialogue related to mental health, physical fitness and health, nutrition, substance abuse, risky behaviors, gender and sexuality.

B. Reproductive Health

1. Pregnancy Testing and Contraceptives – 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 (if appropriate) to help them make healthy decisions regarding this matter.

2. 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.

XII. Guidelines for Infectious Diseases

Wilbraham & Monson Academy 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 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 Team.

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

XIII. Pandemic Response Protocol

WMA has an extensive protocol for responding to various levels of pandemic threats both domestic and international. Such threats would include but not be limited to the flu pandemic, SARS, bird flu, as well as bioterrorist threats. WMA has plans for the continuation of the academic program through correspondence and the quarantine of the campus if necessary. If you have questions about the Pandemic Response Protocol please feel free to contact the Deans of Students Office.