



June 12, 2024

Dear Parents and Guardians,

We have already started preparations to welcome students in the Fall! The Health and Wellness Center begins this process by collecting each student's information. We rely on families to provide health and medical history and all other required medical forms to help support students' physical and emotional needs at school. Madeira also requires this information so that students can participate in school activities. In order to provide the best care, we collect student health information prior to the start of each school year and throughout the year as physical exams expire and medical conditions change or surface.

The following important topics will be covered:

- Deadlines and submission of health requirements
- Review and approval overview
- Communication through Magnus emails
- Medications at school
- Health Requirements Chart for the 2024-2025 school year

Deadline: Student health and medical requirements must be submitted through our Magnus Health Portal by July 1, 2024. Health forms received after that date will be subject to a \$75 late fee. (The flu vaccine is an exception since it is not available until August). Beginning June 1st, 2024, you can start completing health questionnaires and uploading all relevant materials. Please carefully read the instructions under each requirement.

Please note that we do not accept fax, paper, or email submissions of health forms.

Submission of Health Requirements

Madeira uses the Magnus Health Portal to collect and track all students' health and medical records. Magnus is a secure school health records management system. It can be **accessed through the [Parent Portal](#)**. Click on the "Parent Resources" tab and then the Magnus Tile. This will allow you to access, upload, and update records to complete your student's health requirements.

All sections or requirements of the Magnus Health Record must be completed before the start of school **each** year and as the requirements expire. This includes the Vital Health Record, the Annual Physical Exam (the Virginia Health School Entrance Form and Immunization Certificate), and all the additional forms and questionnaires for your student's medical history.

Uploading Documents

Medical forms that need to be completed by a healthcare provider will need to be downloaded from Magnus and printed. Once completed, parents must upload them to the Magnus Health Portal. We recommend using a scanner or a scanning app downloaded to a mobile phone to ensure your student's files are legible and meet the quality for uploading. Some examples of such apps are Genius Scan, iScanner, and Adobe Scan.

Review and Approval

From June 1st through August, when the students start school, the Health and Wellness Center staff will work diligently to review your submissions and continue this process throughout the year. We review information for completion, accuracy, and compliance with Virginia's school health and medical requirements. The healthcare provider must be licensed in the United States. Alternatively, parents can have their records verified by a provider in the USA.

Forms must meet the following minimum requirements:

- Every page of the health forms and medical records must be legible and accurate with the student's full name and date of birth.

- Complete and accurate medical information on every page, including healthcare providers' names, contact information, and signatures.

Communication Through Magnus Emails

The Health and Wellness Center staff aims to complete the review process before the start of school in August. For this reason, before the start of school, the Health and Wellness Center staff will communicate with parents if we need additional information or when forms need correction. We will communicate via Magnus emails, so please monitor your email periodically. Please avoid sending us additional emails, as this will create duplicate requests.

Adults can check the status of their student's forms by logging into Magnus Health Portal. Below is an explanation of what parents may see when they log in.

- A red line indicates the requirement has never been completed before.
- "Pending approval" means the Health and Wellness Center staff has not reviewed them yet.
- "In Progress" means that both parents/guardians must log in with their specific credentials to sign the electronic form.
- A red "x" means rejected, and parents will have received an email notification from Magnus Health with the reason.
- If the requirement is marked with a green check and a date next to it, it is approved until the date shown, when a new document must be uploaded.

Reminders Through Magnus

Throughout the year, parents will receive other emails from the Health and Wellness Center via Magnus, such as when health and medical forms are about to expire, if they have expired, or not updated once expired.

Medications At School

All medications must have the Madeira Medication Authorization forms signed by a parent/guardian and a US-licensed physician. This is **REQUIRED for ALL medications**, per the Virginia Code.

Health Requirements Chart

Please refer to the chart below to help answer questions and track what needs to be uploaded.

Thank you for helping us ensure student safety and well-being as we prepare for the new school year.

Best regards,

Geraldine Soriano, BSN, RN

Nurse Manager

Health and Wellness Center

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Monday – Friday, 9:00 am – 5:00 pm

Health Requirements Chart

The healthcare provider signing forms must be licensed in the United States, or you will need to get the records verified in the United States.

Please note that we do not accept fax, paper, or email submissions of health forms.

Requirement	Guidance	Format	Who
Conditional Questions	Questionnaire to proceed to the health forms.	Electronic	All Students
Vital Health Record	Electronic questionnaire equivalent to health intake form at health care provider's office. Allergies section: In this section please provide severe allergies, such as those needing rescue medication.	Electronic	All Students
Annual Physical School Form	Madeira follows the Virginia Schools Requirements:	Print and sign	All Students

	<ul style="list-style-type: none"> The physical exam must be documented on the form provided in Magnus. The physical exam expires 12 months after the date of the previous physical “exam date” The physical exam must be current for school participation. 		
Tuberculosis Test Results	<ul style="list-style-type: none"> Current test for new students, returning students, and international student who live or have traveled to a country with a high TB burden. All other students need to update the test at least every two years. 	Print and sign	All Students
Immunization Certificate	<p>Virginia Schools Minimum Immunization Requirements:</p> <ul style="list-style-type: none"> Titer Requirements – Provide the complete Laboratory Report of immunity. If any vaccines not offered in your area, please communicate with Health and Wellness Center for additional guidance. COVID-19 Vaccination Record – upload it to the Immunizations section. 	Print and sign	All Students
Mandatory Influenza Vaccination <i>No receipts please</i>	<p>Flu vaccine available by mid-August. Due by 9/30/2024 or before arriving to school</p> <p>Documentation for this requirement</p> <ul style="list-style-type: none"> Immunization Certificate from their pediatrician, general doctor, or pharmacist. <p>Special conditions:</p> <ul style="list-style-type: none"> The student’s doctor must complete the Section II Conditional Enrollment and Exemptions on the Virginia physical form. 	Scan and upload	All Students
Over-the-Counter Medication Permission Form (OTC)	All over-the-counter medications administered while at school and/or on school-sponsored trips.	Print and sign	All Students
Madeira Medication Authorization Form	Medical diagnosis, prescription medications; or OTC’s that are part of an Emergency Action Plan.	Print and sign	Medical diagnosis
Emergency Action Plans for: Asthma, Allergy, Seizure, and/or Diabetes Management (DMMP)	Medical diagnosis, emergency medication student specific plan. Not all students will have this plan. However, all students need the Madeira Medication Authorization Form.	Print and sign	Medical diagnosis
Counseling form	Complete if the student has a mental health therapist currently or has has one in the past 12 months.	Print and sign	If applicable
Impact testing	Athletics Baseline Impact Testing for athletes and equestrian participants New students and Juniors.	Scan and upload	New and Juniors

Consent to Treat Form	Requires both parents' electronic signatures.	Electronic	All Students
Health Insurance Card Front and Back	Unexpired front and back copy of the student's health insurance card. International students: Upload after they have enrolled in GeoBlue or have obtained another form of health insurance.	Scan and upload	All Students
Student Departure Plan	A designated guardian who can pick up the student within 24 hours in the event of an emergency, discipline, or health issue (including a student with a communicable disease). Each student must have a plan as a condition of enrollment. Requires both parents' electronic signatures.	Electronic	All Students