

## STUDENT HEALTH RECORDS POLICY

HSP will use School Doc.com for its clinical record keeping. Families will receive an invitation for the School Doc site and will complete the Health Profile information prior to the first day of school. It is the responsibility of the parents to upload all physical exam forms and immunization records into the School Doc website. Paper copies will not be accepted. **Students are required to use the HSP forms associated with each child's grade which can be found on the School Doc website under Health Profile and on the HSP website.**

**Students in Pre-K through 5<sup>th</sup> grades:** HSP requires the annual physical exam to be done in the months of April – August of the current school year and uploaded into the School Doc website by the first day of school. However, if your child has a fall/winter birthday (October-February) we will accept a physical exam within 30 days of the birthday or within 30 days of prior physical exam whichever comes first. Failure to comply may result in student being dismissed from classes until the proper forms are completed. HSP requires the completion of the proper HSP Student Annual Physical Exam form to be signed and dated by medical personnel.

**Students in Grade 6-12 grades:** HSP requires the annual physical exam to be done in the months of April – August of the current school year. All physical exams must be uploaded into the School Doc website by the first day of school. Failure to comply may result in the student being dismissed from classes until the proper forms are completed. HSP requires the completion of the proper HSP Physical Exam Form and Clearance Form to be signed and dated by medical personnel.

**ALL MIDDLE SCHOOL AND HIGH SCHOOL ATHLETES (grades 6-12)** are required to have physical exams April – August of the current school year and uploaded into the School Doc website by the first day of school or by the first practice whichever comes first. Physicals are required prior to any practices or games. **NO EXCEPTIONS.**

Students who will be required to take medications at school must have the proper HSP Authorization forms completed and uploaded into the School Doc website. Note that this form will need to be signed by a physician! All medications will need to be delivered to the Clinic or the Upper School Administration by a parent. Students are not allowed to bring in their own prescription medication. Prescription meds must be in a prescription bottle with the students' name, medication name, dosage, and administration directions.

Medications will be kept in the clinic at the Lower School or with the front office personnel at the Upper School and Pre-School Campus. At the discretion of the clinic personnel, only Upper School students will be able to carry Epi Pens or Inhalers on their person. All other medications will be kept in the Front Office. Authorization Forms for medications can be found on the School Doc website under Medications and on the HSP website.

Please contact the [clinic@holyspiritprep.org](mailto:clinic@holyspiritprep.org) for any questions.