



Medical Paperwork Welcome Letter for New and Returning Families: 2023-2024 School Year

Dear Parents/Guardians,

Welcome to the British International School of Boston! There are several extremely important forms that must be completed and returned to the Main Office for the School Nurse before your child's first day of school. *Students may not be allowed to attend school if these deadlines are missed and paperwork is not received.* In accordance with Massachusetts State Laws and British International School of Boston policies, the following information is required for all students' safety and security:

- **Physical Examination- For new students**, BISB requires a current physical exam record completed by a U.S. healthcare provider and dated no earlier than one year from your child's first day of school at BISB. ***Physicals must be submitted within 30 days of your child's first day of school.*** Please note that it can take 4 to 6 weeks to obtain an appointment for a physical. As an alternative, your child can have a physical examination performed without making an appointment at some Express Care/Urgent Care clinics. **BISB also has a school policy that requires new physicals each year for all our returning students.** This means that your child will need to have a physical, and the form turned to the school every 12 months. Physical exams must be performed by a U.S. healthcare provider. This enables your child to participate in sports, physical education and overnight trips. Massachusetts Law mandates that students participating in interscholastic sports must pass and submit a physical exam dated within 13 months of the start of the season. No student will be permitted to play an interscholastic sport without submitting the document.
The physical exam form that is required for students in the State of Massachusetts is located on the Parent's Essentials page of the BISB website, under Medical Forms. Please ask your child's healthcare provider to complete and sign this form in its entirety. *Physical exam forms generated by the healthcare provider's office may also be accepted, as long as they include each element that is present on the "Massachusetts School Health Record - Health Care Provider's Examination" form. This form requires U.S doctor/licensed healthcare provider signature.*
- **Vaccination Record** - ***Vaccination records must be submitted prior to the student's first day of school.*** Refer to the ***Massachusetts School Immunization Requirements*** sheet (located on the BISB website, Parent's Essentials page, under Medical Forms) to ensure that your child has the appropriate required vaccinations. A copy of your child's vaccination record (in English) must be submitted to BISB ***prior to the first day of school.*** For returning students, please ensure that current vaccination records are sent to the School Nurse – this should be done after all provider visits during which your child receives a vaccine/booster. Please be sure to ask your healthcare provider for a current vaccination record. *Please note – there is a new Meningococcal Conjugate vaccine requirement for students entering Year 8 and Year 12.*
- **Student Emergency Contacts and Health History Form-** This form provides emergency contact information, health history information, and consent for the School Nurse to communicate with your child's healthcare provider and relevant BISB faculty/staff regarding the health and safety of your child. This form is required to be completed annually for each new school year. There are options to mark on the form if information has not changed since the previous year. ***This form requires a parent/guardian signature. A new form is required for each academic school year.***
- **Consent for Administration of Non-Prescription Medications-** If you would like your child to be able to receive an over-the-counter (OTC) medication from the School Nurse (such as Tylenol, Ibuprofen, Benadryl, or others), please fill out this form. The School Nurse has the listed OTC medications in stock at school. ***This form requires a parent/guardian signature. A new form is required for each academic school year.***



- **Prescribed Medication Order**- For children who have any prescribed medications, such as an inhaler, ADHD medication, epi-pens, diabetes medications, etc. that need to be taken at school. Please have your child's healthcare provider complete and sign this form. Parents need to complete and sign this form as well. *This form requires both U.S doctor/licensed healthcare provider and parent/guardian signature. A new order is required for each academic school year.* **PLEASE NOTE:** The School Nurse is required by Massachusetts State Law to formulate a Medication Administration Plan for each student who has an order for a prescription medication at school. Ideally, plans are created in partnership with the parent/guardian. Please contact me at your earliest convenience (can be done via phone, in person, or via email) to facilitate this process.
- **Asthma Action Plan**-This form is for children who have asthma and have a prescribed inhaler. An inhaler cannot be administered to your child at school without having this completed and signed form on file. Please have your child's healthcare provider complete and sign this form. *This form must be completed in addition to the Prescribed Medication Order.* A parent/guardian must also sign this form. *This form requires both U.S doctor/licensed healthcare provider and parent/guardian signature. A new Asthma Action Plan is required for each academic school year.*
- **Allergy and Anaphylaxis Emergency Care Plan**-This form is for children who are at risk for anaphylaxis and who have a prescribed Epi-Pen/Auvi-Q. An Epi-Pen/Auvi-Q cannot be administered to your child at school without having this completed and signed form on file. *This form must be completed in addition to the Prescribed Medication Order.* Please have your child's healthcare provider complete and sign this form. A parent/guardian must also sign this form. On the first day of school, please bring **three** Epi-Pen/Auvi-Q for students in Years 3 through 13 (Nurse's Office, Café, and Classroom/Self-Carry), and **two** Epi-Pen/Auvi-Q for students if they are Toddler through Year 2 (Nurse's Office and Classroom). *This form requires both U.S doctor/licensed healthcare provider and parent/guardian signature. A new Allergy and Anaphylaxis Emergency Care Plan is required for each academic school year.*
- **Miscellaneous Health Care/Emergency Care Plan:** If your child has a health condition that requires medication or nursing care during the school day that could potentially become life threatening, please have their healthcare provider write up a health care plan, including directions in the event of an emergency situation. Examples of health conditions that necessitate an individual Health Care/Emergency Care Plan include Diabetes, Seizure Disorder, Cystic Fibrosis, Hemophilia, etc. Please also contact the School Nurse to discuss. *This form requires a U.S doctor/licensed healthcare provider signature. A new Care Plan is required for each academic school year.*

Each of the above forms must be completed and turned in to the School Nurse every school year. All forms, orders, and Health Care Plans expire at the end of each academic year. (one exception – Physical Exam forms are valid for 12 calendar months).

To locate the required forms, please click here.

Please feel free to email our nurse with any questions or concerns at nurse@bisboston.org

Warm Regards,
The Main Office