



HOLY SPIRIT
PREPARATORY SCHOOL

STUDENT HEALTH RECORDS POLICY

Holy Spirit Preparatory School will use SchoolDoc.com for its clinical record keeping. Families will receive an invitation for the SchoolDoc 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 SchoolDoc 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 SchoolDoc.com under Health Profile and on the Holy Spirit Prep website.**

Students in PK4-5th grade: Holy Spirit Prep requires the annual physical exam to be done in the months of April – August of the current school year and uploaded to SchoolDoc.com 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 the student being dismissed from classes until the proper forms are completed. Holy Spirit Prep requires the completion of the proper Student Annual Physical Exam form to be signed and dated by medical personnel.

Students in 6th-12th grades: Holy Spirit Prep 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 to SchoolDoc.com by the first day of school. Failure to comply may result in the student being dismissed from classes until the proper forms are completed. Holy Spirit Prep requires the completion of the proper 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 to be done in the months of April – August of the current school year and uploaded to SchoolDoc.com 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 authorization forms completed and uploaded to SchoolDoc.com. 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 medications 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 Preschool. 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 SchoolDoc.com under Medications and on the Holy Spirit Prep website.

Please contact the clinic@holyspiritprep.org for any questions.