The Health Center would like to welcome you to Proctor Academy. This will be a great journey for you and your child. The Health Center is staffed 24 hours a day, 7 days a week while school is in session. The Health Center’s team is here to help guide your child through their experience at Proctor with warmth, compassion and integrity.

- **Health Records and Confidentiality**:
  - Your student’s health records are electronic. The Health Center has contracted with Magnus Health SMR (student medical record), a web-based electronic medical record keeping company that complies with HIPAA regulations.
  - Magnus can be accessed using single login through your myProctor parent portal and can be found within the “Resource Board”; it does not require an additional password.
  - All health forms can either be uploaded or sent to Magnus Health and not to the Health Center. Health information and demographics can and should be kept up-to-date throughout the year by parents.
  - **Your child’s Health Records are due by August 1, 2020.** A yearly physical is required for every student. This physical is due the same month as it expires and should be uploaded to your student’s Magnus Health account annually.
  - Questions or concerns can be directed to the Health Center at 603-735-6737 or to Customer services at Magnus directly, 877-461-6831 or the web at [http://magnushealth.com/parents/](http://magnushealth.com/parents/).

- **Medication Management**:
  - Proctor’s Medication Policy resides within Magnus Health and in the Student Handbook.
  - Controlled substances such as stimulant, psychotropic and narcotic medications must be kept in and dispensed from the Health Center.
  - Medications must be shipped directly to the attention of the Health Center and not your child. We encourage your physician to write a three-month supply of prescriptions. The original prescriptions should be forwarded to the Health Center via mail and will then be filled at the local pharmacy for delivery.
  - Students under the age of 18 can transport medications home during breaks only with their parent’s written permission. Only the exact amount needed will be sent with your child.
  - The Health Center will assist and encourage your child to take their prescribed medications however; it is the responsibility of your child to come to the Health Center for their medications. Any questions or concerns can be forwarded to the Health Center.

As you move through this journey with your child, we would encourage you to reach out to the Health Center at any point with questions or concerns. We will commit to doing the same in return.

We look forward to meeting you on registration day and are eager to help you navigate through the sea of information.

Warm regards,

The Health Center Team
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603-735-6737