

May 19, 2025

Dear Parent/Guardian,

A warm welcome to Madeira to our new students and a friendly welcome back to our returning students from the Health & Wellness Center Team!

To ensure the highest quality health care, we require comprehensive medical information for each student. Parents/Guardians must complete all electronic health forms via the Magnus Health Portal by **July 1** each year. Forms requiring a physician's or provider's signature must be completed, signed, and dated by a **U.S. licensed healthcare provider** who is not a relative. For international students, all medication and health forms must be signed and verified by a U.S. licensed healthcare provider.

The following forms are required for the 2025-2026 school year:

1. **Conditional Health Questions:** These questions must be completed yearly.
2. **Vital Health Record:** This record must be updated yearly.
3. **Annual Physical Form:** A new physical exam is required every school year. A medical provider must complete, sign and date the form.
4. **Tuberculosis (TB) Screening Test Form:** A TB Screening Test is required for ALL new students. Returning students will have their TB screening performed during their annual physical. If you live in or have traveled to a [high burden TB country](#) you are required to have a TB Screening Test done yearly.
5. **Annual Vaccination Record:** Your health care provider must complete the immunization form or attach documentation record. Please pay close attention to [vaccine requirements](#) for adolescents (TDaP, HPV and MenACWY).
6. **Over-the-Counter Medication Permission Form:** Unless your student has an allergy or takes another medication for which any of the medications listed are contraindicated, we strongly recommend that you select "YES" to all items listed. This will enable Madeira nurses to provide care for your student in a most timely manner, as these items are routinely stored in the Health and Wellness Center.
7. **Copy of Insurance Card:** Please upload a copy of the front AND back of your student's health insurance card. This does not apply to international students who enroll with GeoBlue international insurance through the School. Information about GeoBlue insurance for international students will follow via email in August and will be uploaded into Magnus Health for students.
8. **Consent to Treat Form:** This critical form will accompany your student to all off-campus health care providers visits and must be renewed each year with your electronic signature.
9. **Additional Health Forms:** Depending on your student's health history/needs, additional forms are required such as the Prescription Authorization Form and Emergency Action Plans.

**PLEASE NOTE:** because student health is our top priority, your student will not be able to participate in athletic activities or orientation, gain entry to their dorm room, or begin classes until all required health forms are submitted and approved.

If there are physical health concerns you would like to discuss prior to your student's arrival on campus, please contact Danielle Sapsford, Nurse Manager ([dsapsford@madeira.org](mailto:dsapsford@madeira.org)). If you have any social emotional or learning concerns about your student, please contact Shannon Ball, Director of Academic Success and Student Support ([sball@madeira.org](mailto:sball@madeira.org)). We are happy to chat with you this summer!

For your convenience, login to Magnus Health Portal via single sign on through Blackbaud. To access Magnus Health, login to the [Parent Portal](#) and select the Magnus tile. If you need help recovering login credentials, please go to the login page for the Madeira Parent Portal <http://www.madeira.org/portal> where you will find a "forgot my password" link and a "forgot my username" link. If you continue to have issues after trying these links, please contact Larry Franklin, Director of Technology ([ljfranklin@madeira.org](mailto:ljfranklin@madeira.org)).

As Magnus is a web-based system, you will have continuous access to your student's health record and the ability to make updates when needed. During the school year, if changes occur with your student's health, medication, and/or health insurance, please update the medical record in Magnus and notify [healthcenter@madeira.org](mailto:healthcenter@madeira.org).

We also encourage you to thoroughly review the Health & Wellness section of the Student Parent Handbook, which will be available in July. This resource provides detailed information on topics such as procedures when your student is sick, policies regarding medications in dorm rooms, and guidelines for refilling prescriptions for boarding students.

As always, if you have questions or concerns, please reach out. We look forward to a healthy and successful school year!

All the best,

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