



CHRIST SCHOOL
AN EPISCOPAL SCHOOL FOR BOYS

Greetings Christ School Parents,

I hope this letter finds you well as you look forward to the summer ahead and all that comes with it! Here at Christ School, the Wellness Center is getting ready to round out the year, but we are already looking forward to the fall semester serving your sons! As the summer begins, we wanted to give you a few instructions on completing the paperwork and admission forms that are heading your way for the next school year.

In the packet you will find all the paperwork needed for your son that we need to keep on file in the Wellness Center. We require a full update of all paperwork every year for all new and returning students, regardless of boarding status. The forms should not take too long to fill out- please review them and sign all areas as indicated.

Please note there are 4 forms that must be completed by a physician and returned to us via mail, email, or fax (828-684-7219) in the Wellness Center. The forms in **bold** all require a **physician's signature**, and are included in this packet.

1. **Physician's Request for Medication Administration** – if your student takes any prescribed medication, this form must be filled out in detail, including the days of the week the medicine is to be taken. This form is required for all students, boarding or day, even if the Wellness Center will not be administering the actual medication. **If you change medication or dosage at any time of the year, please submit an updated version of this form from your son's physician.** We will be using a local pharmacy this fall, Cane Creek Pharmacy, to provide our medications. Please see the included information regarding the pharmacy.
2. **Annual Physical Exam** – **this form is required for all students and MUST BE updated every year.** Please keep track of the date of your son's physical. As a suggestion, scheduling this physical ASAP before summer activities get underway is preferable, as appointments are harder to obtain the longer you wait.*
3. **Immunization Record** – This form is intended to be a guide for the immunizations needed and includes a request for permission for the flu vaccination to be administered here at school that must be signed with either a permission or declination of the vaccination. Please attach a copy of your official immunization record to this form as well. **Your student MUST have a complete immunization form upon the first day of school according to NC state law.**
4. **Over-the-Counter/Stock Medications** – this form indicates which over-the-counter medicines that your son's physician gives permission for us to administer here at school. Please have this form signed by your physician as well.

If you have any questions at all about the information contained in this letter, please call or email the Wellness Center at 828-684-6232 ext. 139, nurse@christschool.org. Please remember that these forms are due back to the Wellness Center by **July 1, 2013***. We hope you have a wonderful summer and look forward to seeing you in the fall!

Sincerely,

The Wellness Center

Stacie Conkin, RN/Lindsay Raiford, RN/Lisa Childs, RN/Laura Maier, RN

*We understand there are often problems with insurance coverage and you may not be able to get a physical before July 1st. Please send in as much paperwork as you can by then and return the remainder after seeing the physician. You may also want to verify with insurance- many cover one physical per calendar year- meaning it doesn't have to be a full year in between each physical. If he had one in 2012 then he can have one anytime in 2013.