

 PORTSMOUTH CHRISTIAN ACADEMY
Policy: Medical records
Reviewed on: 8/13/22
Approved by:

Every PCA Student (whether on-site, part-time on-site/part-time off-site, or fully off-site), when enrolling, will need to submit a Health Information Packet that is completed by the parent/guardian. A physical examination within the previous 365 days from a provider along with an immunization record will need to be submitted as well for those students who are enrolling as on-site students or part-time on-site students.

Any student with a prescription medication to be administered during the school day will need a signed order by a provider.

Any student with Diabetes should submit a Diabetic Action Plan signed by their provider.

Any student with an allergy requiring an anaphylaxis action plan/epi-pen should submit a signed action plan.

Any student with asthma will need to submit an asthma action plan signed by their provider.

Any student with a seizure disorder should submit a seizure action plan signed by their provider.

New student health changes should be communicated to the health office via email or a phone call, and the student's SNAP profile will be updated accordingly. Veracross/Axiom should not be used a method of communication with the PCA Health Office, as the health office is not notified when changes are made here.

Changes made to the SNAP Parent Portal will be confirmed by the health office and student's charts will be updated accordingly.

A paper chart will be created for each student at PCA to hold pertinent health information that is delivered to the health office or printed and added to the student's chart.

Students who have non-compliant immunization status will be allowed 30 academic days to either obtain the needed immunizations or to book an appointment to obtain the needed immunizations in order to be welcome on campus. This is to protect the health and safety of the student and the PCA community as a whole.