

# MAGNUS FAQ AND QUESTIONS

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## What is Magnus Health?

Episcopal has adopted Magnus Health as our online Student Medical Record (SMR) manager. The Magnus system will allow our school nurse, athletic trainer, athletic coaches, and teachers, timely online access to student health information, allowing for better communication and response with parents and health care providers during a health related event on or off-campus.

Magnus adds the convenience of multiple modes of form submission—via U.S. Mail, scan, or fax—enabling our school nurse to track compliance efficiently and spend more time with students.

Magnus will also be used for form submission in other areas of school life. For example, student (bus) transportation, athletic participation forms and extended care sign-up forms will be managed in the Magnus system.

Parents are notified every time your child visits the infirmary. You will have the opportunity to select how you would like to be notified with every visit (ex: text message/e-mail). When you receive the notification you will be able to log into the Magnus system and find out why your child visited the infirmary, what their symptoms were and how they were treated. Please do not be alarmed when you receive these messages. The nurse documents every single visit during the school day. If there is an emergency or a situation that calls for the student to go home (fever, vomiting) the nurse will contact you directly by phone.

## How Do I access the Magnus System?

Magnus will be sending you by e-mail the direct link, username and temporary password in order for you to access the Magnus website the first week of May.

**Immunizations:** All students MUST have an updated immunization record. There is no exception to this rule. Your child/children will not be allowed on campus until their immunizations are updated. If you prefer to opt out of getting certain immunizations for philosophical/personal or medical reasons then the nurse will have a Louisiana state issued form that must be completed and notarized.

## Does the OTC Medication form have to be signed by a physician?

**Yes.** Per the Summary of R.S. 17:436.1 Act 87 of 1993 Session of the Louisiana Legislature and subsequent amendments and R.S. 17:436.3 Act 858 of the 2012 Session of the Louisiana Legislature, all medications that a parent wishes to be administered while the student is on campus **MUST** be signed by a physician; prescription or over-the-counter. This is simply for the protection of your children. If you do not wish for the school nurse to administer medications at school; please select NO and you will be contacted by the infirmary if your child should need any medications.

EHS infirmary stocks several medications including: Tylenol, ibuprofen, midol, heat guard (electrolyte replacement), Benadryl, tums, pepto-bismol and Sudafed. If there is an OTC medication that you wish for your child to take that is not included in our stock medications (ie: Claritin, Allegra, Zyrtec, cold or cough

syrups) you can add to the OTC form and bring in to the infirmary. The infirmary also stocks antibiotic ointment, hydrogen peroxide, bug spray, burn spray, sunscreen and hydrocortisone cream. If you do not wish for any of these item to be applied to your child please let the nurse know.

### **Questions Regarding Prescription medications:**

There is a section in Magnus for prescription medications that your child may take. If your child takes no prescription medications, please select "no or not applicable". Please fill this section out completely as it enables the nurse to accurately assess your child while at school. Please include any/all medications that your child takes even if it will not be administered at school. **ALL** medications need to be brought to school by a parent. **DO NOT** send any medications with your child on their person or in their book sack. This is a safety precaution that we take very serious as we accommodate students from age Pre-K 3- 12<sup>th</sup> grade. If the nurse is not in the infirmary at the time you bring the medication to school- please leave with the office administrator and they will bring to the nurse.

If your child is prescribed an inhaler, nebulizer or epi-pen I must have the prescription form completed. NO medications can be carried on/with your child on campus with the exception being a rescue inhaler. Only students in grades 6-12<sup>th</sup> may carry their rescue inhalers with the proper documentation completed.

Also- if your child is in middle/upper school they may attend several field trips throughout the year. On overnight, out of state and out of country field trips there will be a designated chaperone to administer daily medications to your child. IF your child takes daily medications that will need to be administered on field trips that normally would not be administered throughout the day at school- please fill out the prescription medication form in order to avoid getting form completed near field trip time.

### **Allergies:**

Please list all your child's allergies in our Magnus system. If your child has a severe allergy and requires special attention, (ie. Epi-pen) then please contact the nurse and accommodations will be made.

### **Does the Consent to Treat Form have to have a witness signature?**

**Yes.** Please have a witness sign the form along with the parent signature. A witness should be an individual that is at least 18 years of age. If you would like the nurse to witness the document I have no problem doing so, please just e-mail me and I will complete as soon as possible. The student cannot be the witness on the consent form nor their sibling unless 18 years of age or older.

### **What is the policy regarding the Physical/LHSAA form?**

The only students that require a yearly physical are students that participate in athletics on campus. This includes grades 5<sup>th</sup>-12<sup>th</sup>.

\*\*\*\*\*Physicals need to be updated every year for students that participate in athletics. Per LHSAA guidelines- the physical form expires the day after the physician performs the physical exam the following year. The LHSAA requires all student athletes have a current physical. Your child will not be allowed to participate in any workshops, practices, conditioning or games until an updated physical is completed.  
\*\*\*\*\* Please be on the lookout from Magnus to inform you when your child's physical will expire.

### **Are there requirements that are not applicable to your child?**

There may be several requirements that are not applicable to your child, (ie. Asthma, Food Allergy, Seizure and Diabetes forms) In this case, you can simply select “no or not applicable” and the requirement will be fulfilled. You do not need to print those forms out if it does not apply to your child.

### **Having trouble uploading forms?**

There are several ways that you can complete this process. We want you to choose the easiest and most convenient way to make this process go smoothly.

-If you want to upload the documents from home: please make sure that the documents are filled out completely before scanning into the Magnus system. If required documents are not correctly completed you will receive a denial notice from our nurse and an explanation as what is needed to fulfill the requirement.

-You can mail, drop-off or fax (255-753-2917) all your forms to EHS and the school nurse will be more than happy to upload into the Magnus for your child.

-You can also mail or fax forms directly to Magnus. Instead of the upload button, you would select the print button to the left and a cover sheet will print for you. If you choose this option: You will need to print a cover sheet for every single form that you would mail or fax to Magnus and correlate the cover sheet on top of the form when sending to Magnus. Please note that sending medical forms directly to Magnus it could take a few weeks before they are entered into the system.

### **Who should I call for questions?**

Questions regarding the medical requirements should be directed to our school nurse, Kristy McKenzie at [McKenzieK@ehsbr.org](mailto:McKenzieK@ehsbr.org). Ms. McKenzie is present in the infirmary through school hours as well as shortened hours throughout the summer. If you would like to meet with Nurse McKenzie please send her an e-mail.

If you are having difficulty navigating the Magnus system please contact customer support at Magnus Health SMR by phone at 877-461-6831 or email at [service@magnushealthportal.com](mailto:service@magnushealthportal.com).

### **What is the deadline for submitting student health information?**

*Please note the following due dates for various forms in the Magnus system:*

#### **June 9th**

- Bus/Transportation Request Form
- Extended Care Request Form

## July 15th

- Vital Health Record
- Consent to Treat
- Over the Counter Medication Form
- Prescription Medication Form (if applicable)
- Asthma/Food Allergy/Diabetes/Seizure Plan (if applicable)
  - Athletes:
  - LHSAA Physical form—grades 5<sup>th</sup>-12<sup>th</sup>
  - LHSAA Parental Permission Form—grades 9<sup>th</sup>-12<sup>th</sup>
  - Middle School Parental Permission Form—grades 5<sup>th</sup>-8<sup>th</sup>
  - Concussion Form—grades 5<sup>th</sup>-12<sup>th</sup>
  - Substance Abuse form—grades 9<sup>th</sup>-12<sup>th</sup>

Magnus will send out weekly/bi-weekly e-mails for any requirements that are not updated until the requirement is completed. Magnus will start sending the e-mails up to 6-8 weeks in advance to give the parent sufficient time to complete the requirement. Please contact nurse with any questions.