



Dear Parents of New Students,

On behalf of Episcopal, welcome to our school community! We are thrilled you have chosen Episcopal for your child and look forward to the upcoming year.

This email will provide you with information related to our handling of each student's health care needs at Episcopal. For the past few years, the school has utilized Magnus, an electronic medical record program. Magnus has been instrumental in our management of medical record compliance, tracking the specific needs of every student on campus, and managing daily visits to the infirmary. All your child's medical information will be included in their medical chart in Magnus and can be updated annually or as needed throughout the year.

On May 5, you will receive an email directly from Magnus with a link to the system, your unique username, and a temporary password. Please use this information to access the Magnus system.

In addition to medical record and form management, Magnus offers several other benefits to families:

- Each time your child visits the infirmary, the visit will be documented in the student's electronic chart. Magnus will then send an automatic e-mail to parents providing information including the reason for their child's visit, an explanation of symptoms, and an overview of the treatment provided unless you have chosen not to be notified. In the case of an emergency, parents will be contacted immediately by phone.
- Magnus also has the ability to highlight important student medical conditions that our faculty need to be aware of. This function allows Episcopal to provide more efficient and timely care when your student visits the infirmary. The system can also be readily accessed by smartphone when your child is off campus or on a field trip.
- Parents have access to view their medical chart at any time. As a result, parents no longer need to request a copy of a physical form or immunization record as they can access this information through Magnus at any time.

Episcopal is home to students ages 3 to 18 and Magnus helps us effectively manage the various age-specific medical requirements mandated by the state. The system alerts the school when information is due or expired; likewise, it will send an automatic e-mail to parents when action is required. Most Magnus forms can be completed electronically; however, there will be some forms which require a doctor/parent/student signature and must be printed and then scanned into your child's online chart. These forms include:

- Physical Form (for athletes in grades 5-12)
- LHSAA participation forms (for athletes in grades 5-12)
- Consent to Treat
- Over the Counter Medication Form
- Prescription Medication Form (if applicable)

- Asthma/Food Allergy/Diabetes/Seizure Plan (if applicable)

We will require a copy of your child's current immunization record before school begins. While records can be uploaded into the system by parents when Magnus launches, you may also submit a copy by email to me at FainA@ehsbr.org. Additionally, all potential athletes from grades 5-12 require a LHSAA physical form to be completed by a licensed doctor in the state of Louisiana. This form is mandatory and the student cannot participate in any try-outs, practices, conditioning or games until the physical form is completed. As a side note, we have found it most effective for families to have the physical completed in June or July so it remains valid for the entire school year. Many insurance companies will only allow one physical per year, so this timing will keep your child's annual physical aligned with the school year.

If you have questions about Magnus, please review our thorough list of Magnus Frequently Asked Questions here. If by May 7 you have not received the Magnus access email, please check your junk or spam folder. If you need additional support regarding system access or updating your student's information, please contact me at FainA@ehsbr.org or by phone at (225) 755-2729.

I am on campus in the infirmary Monday through Thursday from 8:00a.m. to 3:00p.m. during summer months. When school is in session, I am on campus Monday- Friday from 7:30a.m. to 4:00p.m. I look forward to meeting you and your child soon!

Warm regards,

Alisha Fain, RN | Upper and Middle School Nurse

Episcopal School of Baton Rouge

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Fax number (225) 753-2917

Katie Yankowsky, RN | Lower School Nurse

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On Campus August-May