



Mounds Park Academy  
2051 Larpenteur Avenue East  
Saint Paul, MN 55109  
moundsparkacademy.org

## 2023-24 School Year Letter From the Health Office

Dear Parents and Guardians,

We are happy to partner with you to meet the health-related needs of your child at school! Please read the following information carefully so that your child has everything in place before the beginning of the 2022-2023 school year. Many of our rules are mandated by the State of Minnesota. Please call my office with questions or concerns.

### Health Forms Online

You may find all of MPA's health forms at [moundsparkacademy.org/healthservices](https://moundsparkacademy.org/healthservices). They are also available in TADS. Please download, fill in, and upload to TADS by August 8, 2023.

### Annual Health and Emergency Information (Lower/Middle School version OR Upper School version)

This information is to be completed and signed by a parent or guardian. It is important that this is updated every year. Emergency contacts will be called in the event your child becomes ill or injured. For students who drive, we must have parental permission to allow the student to leave school due to illness. You can designate a person to call if you are unable to be reached. Also, please list any health concerns your student may have.

### Immunizations

All new incoming students must have proof of the required immunizations. Please provide the school health office with record of complete immunizations, notarized conscientious exception, or notarized medical exemption with a licensed provider signature.

All incoming kindergartners and older must have two doses of the varicella vaccine or documentation that they have had the disease. Incoming students in grades 7–12 are required to have had a Meningococcal vaccine and the Tdap booster. If you have any questions regarding the required immunizations, please contact the Health Office.

### Medications

The purpose of administering medications in school is to maintain an optimal state of health and therefore enhance their educational success. The intent of the following procedure is to assure safe administration of medication (both prescription and over-the-counter) in school for those students who require them. Whenever possible, the parent or guardian should make arrangements to administer medications at home.

1. The Request to Administer Medication form (can be found in TADS or on MPA's website at [moundsparkacademy.org/healthservices](https://moundsparkacademy.org/healthservices)) must be signed by your licensed provider and parent/guardian before prescription or over-the-counter medication can be administered in school. This form needs to be renewed annually or whenever there is a change in medication (i.e. dose, time, etc.)
2. For the safety of all students, medications must be brought to the school health office by a parent/guardian.
3. Prescription medication must come from the pharmacy in a current pharmacy labeled container. Over-the-counter medications must come in the originally labeled and sealed container. Make sure the medications are not expired.
4. A student in grades 9-12 may self-administer/self-carry medication at school if so ordered by their licensed provider per the self-administration form.
5. Non-prescription pain relievers need only the parent/guardian signature per the self-administration form. This is for students in grades 9-12. This can be found on page two of the Annual Emergency Information Form.

**Dream Big. Do Right.**



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6. If applicable, a new/updated allergy action plan, asthma action plan, diabetes action plan, or seizure action plan for the next school year will need to be on file in the health office. Please take care of this over the summer.

### **Medication Drop-Off**

The Health Office will be open during New Family Orientation & Back To School events. It is located in Lower School. Please plan to drop off any medications in their original bottle that evening.

### **Physicals**

Physicals are mandatory for children entering kindergarten. Physicals are also mandatory if your child wishes to participate in a sport or activity. Sports physicals must be completed for students entering grade seven and updated in grade 10. Physicals are good for three years.

### **Accidents/Injuries**

Please remember to inform the Health Office if your child has been in an accident or injured. It is important to keep the Health Office updated on injuries and accidents so that we can provide the best care for your child.

### **Illnesses**

Please report your student's symptoms/illness when calling or emailing in an absence.

If you ever have any questions or concerns, please feel free to contact me in the Health Office!

Mary Dunkel RN, BSN, PHN  
MPA School Nurse  
Phone 651-748-5509  
Fax 651-777-8633  
[nurse@moundsparkacademy.org](mailto:nurse@moundsparkacademy.org)

***If you have health form questions during the summer of 2023, please contact Steph Bloxham, MPA student billing coordinator, at [sbloxham@moundsparkacademy.org](mailto:sbloxham@moundsparkacademy.org) or 651-748-5502.***