

**PARENT/GUARDIAN FORM 28**

\_\_\_\_\_  
Cadet Name Last, First, MI

SUBJECT: INFIRMARY GUIDELINES – PLEASE KEEP FOR REFERENCE

Dear Parent/Guardian,

The Nurses at MMA infirmary are pleased that your child has joined our very distinguished corps of cadets. Our infirmary mission is to provide your child with a healthy and safe environment.

As your cadets parent/guardian we need your assistance with the following, in order to achieve this goal.

1. **Please fill out all of the blue infirmary forms.** Please be completely honest with your answers so that we may provide your cadet with the best possible care. **These forms are confidential.**
2. It is imperative that your cadet has an **up-to-date Physical and immunization record** form dated and signed by a Physician. This must be updated yearly. Without this your cadet will not be able to participate in activities and sports vital to Cadet Life and will not be able to stay at MMA.
3. Please review and sign form #9. This is an **over the counter medication** authorization form. These are medications that we routinely give to our cadets on an as needed basis. We do not call parents/guardians when we give these medications. We will call you if your cadet has a fever, which is not controlled with these medications or if we think your cadet needs to see a Doctor.
4. If your cadet is on a prescribed medication, it is imperative that form #12 be completed and signed by the prescribing Doctor. **At anytime that there is a dosage change, medication change or the medication is to discontinue, we will need this form or a physician's letter which directs the change.** Medication changes will not be made without the signed form or the Doctor's letter.
5. **It is your responsibility to make sure that your cadet has his/her prescribed medication available.** Many medications need to be filled monthly, please mark your calendars appropriately so you can obtain refills as needed. If your cadet is under a Doctor's order to take a prescribed medication we must have the medication **or your cadet must return home.**
6. A nurse is on duty seven days a week. We are in the infirmary from cadet wake-up until lights out. We always have a nurse on call when the infirmary is closed.
7. Should it be deemed necessary to take your cadet to the Doctor, we have several Doctors in town that we use. Because of the various insurances that our Cadets hold they are unable to file with your insurance company. We will need to make payment up front and they will mail you the forms to file with your insurance company. **Therefore it is vital that you have funds available in the business office for medical expenditure or a credit card on file.**

We always welcome your call. Please feel free to call us at any time. 540 459-2167.

I \_\_\_\_\_ have received a copy of the infirmary guidelines. I understand that I must obtain Physician orders for new medications and any dose changes I agree that it is my responsibility to obtain my child's medication refills. I agree that my cadet will have yearly physicals and keep my cadets immunizations current.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_