



ST. PAUL'S SCHOOL

**HEALTH  
SERVICES**

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## **CLARK HOUSE: CENTER FOR HEALTH & WELLNESS**

The philosophy of Clark House is based on a developmental understanding of early, middle, and late adolescence. Each of these stages, for our 13- to 19-year-olds, requires specific knowledge related to their physical, cognitive, social, emotional, and moral growth. Kindness, courtesy, and humane discipline form the core values from which we provide nurturing care, while encouraging students to take advantage of the School's opportunities. We recognize the need for limits and boundaries as well as offering a place for comfort. Clark House provides a relaxed, quiet atmosphere in which students may recover from illness or injury as well as develop a necessary and healthy balance in their lives.

Clark House is centrally located on the grounds of St. Paul's School, across from the Chapel and Ohrstrom Library and between the Rectory and Post Office, allowing for easy student access. Clark House consists of an inpatient and outpatient wing, counseling offices, health resource library, conference room, and meditation room. From this site, we provide and coordinate our medical, counseling, and wellness services. Parents can reach Clark House 24-hours-a-day by calling 603-229-4850 or e-mailing [anurse@sps.edu](mailto:anurse@sps.edu).

## **MEDICAL SERVICES**

Clark House is directed by a full-time physician, board certified in family practice, who is a member of the faculty and serves as Medical Director. In addition, a female health practitioner is available as needed to focus on young women's health issues. The health center is open seven days a week when school is in session and is staffed 24 hours a day by registered nurses. Clark House has 14 patient beds, 8 of which are dedicated to in-patient care and six for out-patient rest and observation. Assessment and treatment are provided for routine, acute, and ongoing concerns. Permanent AEDs (automated external defibrillators) are strategically located throughout the grounds; portable AEDs are carried by our Safety officers and athletic trainers. In addition, Concord Hospital, Dartmouth Hitchcock Clinic, and Concord Orthopaedics are less than a mile from the School's entrance, which allows for easy referral to a variety of specialists.

In order to provide safe, high-quality treatment, the School must have on file all medical information relating to each student. Parents and students must provide the School with the following information/forms prior to attendance: proof of insurance, Informed Consent, Physical Exam/Immunization Record, Health Record, Authorization for Medication, Interim Report, and Counseling Consent. As a condition of enrollment, all forms must be completed and received at Clark House by their respective defined dates.

Students with plans to travel internationally, independent of an SPS-sponsored trip, are responsible for directly consulting their personal physician or a travel clinic to provide required/recommended immunizations. If these services must be provided in the Concord or surrounding area, a three-month notice is required for Clark House staff to facilitate an appointment or referral. Clark House is unable to provide this service as well as completing physical exams for outside camps, sports, academic programs, and college forms.

## **STUDENT ILLNESS**

In teaching students to assume responsibility for their own health care and well-being, the School encourages them to report to Clark House during a free period or at an appointed time to avoid missing classes or other School commitments. If a student is feeling ill and believes he or she may need to miss Chapel or first period class, the student should check in with Clark House by 7:30 a.m. Students who need medical attention after evening check-in time should contact a house adviser and School Safety at ext. 4646 for transportation to Clark House.

After being seen and treated by medical staff, a student may be asked to stay at Clark House on “Health Center Bounds” or may be placed on “Dorm Room Bounds.” Students on Dorm Room Bounds should be in their rooms resting, not attending classes or participating in athletics or activities. Additional instructions may be given by the staff, who will periodically check on the student’s well-being. Finally, students who stay overnight at Clark House are there for rest and recuperation. In our attempt to help students get well, visitors will be limited, with visiting hours ending at 9 p.m. and lights out by 10:30 p.m. In order to support the student, Clark House may contact a student’s house adviser regarding follow-up care.

## **COUNSELING SERVICES**

Clark House offers counseling services to all of its students without charge. Clark House personnel are committed to providing quality, ethical, and compassionate counseling. The counselors abide by the codes of ethics of their respective professional associations. Copies of these codes are available upon request.

Students and parents must review a consent form for counseling before starting counseling. Students must sign the consent form. For students under age 18, parents must also sign the consent form. Parents and students should read the form carefully and raise any questions with the counselors.

There are three full-time counselors available to talk to any student about any issue during scheduled appointments, as urgent matters arise or for crisis intervention. As trust is crucial in the counseling relationship, St. Paul’s School will make every effort to protect a student’s privacy. To promote candor, St. Paul’s School asks that parents respect the privacy of students who may not wish to share certain information about their counseling, even though under New Hampshire state law, parents of children who are under age 18 hold the privilege to see and release their child’s medical records.

## **SUPPORT SERVICES**

In addition to counseling services, psychiatric consultation is available on a regular basis at Clark House. The psychiatrist may be asked to evaluate, prescribe and monitor medication. All referrals to the psychiatrist must go through Clark House counselors; the School pays for these services.

An Episcopal minister is available for support and spiritual guidance. This faculty member is involved in the St. Paul’s School community and may assist with adjustment issues, loss and bereavement, and spiritual concerns.

A part-time consulting nutritionist is available for students seeking help in the areas of healthy eating, weight loss, weight gain, sports nutrition, and/or eating disorders.

St. Paul's School employs two certified athletic trainers who are educated in the prevention, evaluation, management, treatment and rehabilitation of injuries. The athletic trainers are responsible for providing medical coverage at practices and games. There are two athletic training rooms located on the school grounds, one at the Athletic & Fitness Center, and one at the Hockey Center. The athletic trainers are available at these sites prior to and immediately following athletics.

### *Concussions*

The understanding, definition, and management of concussions have significantly changed over the past decade to encompass a wider range of injuries that may or may not be the result of a direct blow to the head. What used to be thought of as a simple "ding" may now be considered a concussion depending on associated symptoms. A growing body of evidence suggests that pediatric/adolescent individuals are more vulnerable to concussion. Because students may require a longer period of recovery and may suffer more long term consequences, we have developed guidelines for the aggressive management of concussions at the School.

All new St. Paul's School students will be required to take a baseline ImpACT neurocognitive test, to be repeated every two years. These tests will be reviewed by the medical director; those felt to be aberrant will be repeated. The reason for the baseline test is to have a comparison score in the event a student suffers a concussion or suspected concussion, either on or off the sports arena. Students and coaches will undergo educational sessions to define concussions and discuss the importance of good post-concussion management, at which time students will sign a form indicating that they have completed the session. If they request, parents will be provided with concussion-related information as well as highlights of the School's concussion-management guidelines.

Because all concussions do not take place on a field, rink, or gym floor, these concussion guidelines will also encompass non-sports-related injuries suffered by any SPS student (athlete or non-athlete) while at school. In the event that the injury occurs off the field when an athletic trainer is not available, the student will be directed to the health center, where a nurse will perform an initial evaluation. Consultation with the medical director to determine management will follow nurse triage.

If a suspected head injury occurs on the field, initially the medical director or athletic trainer will perform a sideline evaluation and suggest a diagnosis. If by a sideline evaluation a concussion is suspected, the student will not be allowed to return to play that day regardless of the amount of time his or her symptoms lasted. In the event a concussion is suspected (either on or off the playing field) a medical exam will take place within 24-48 hours. If after the medical exam it is still felt that the student has suffered a concussion, a repeat ImpACT test will be performed within 48-72 hours of the injury. The medical exam will include balance testing (double-leg stance, single-leg stance and tandem stance with eyes closed and hands on iliac crest at minimum on a hard surface; additional testing can be done a foam surface). In situations where a student suffers a significant head injury with post concussive vomiting, worsening headache, or declining neurologic symptoms an emergency room evaluation and/or CT scan will be ordered. Studies have shown that the first 48 hours after a concussion are important to recovery, so students may be asked to remain in the health center for a night or two to allow for cognitive and physical rest. Physical limitations and academic accommodations will be given a student until his or her concussion has resolved.

### *Student Teacher Assistance Team (STAT)*

Clark House also coordinates the Student Teacher Assistance Team (STAT). STAT is a group that meets to problem-solve academic or health-related issues. These concerns can be student specific or relevant to the entire community and may include such issues as health leave, drug or alcohol use, unhealthy eating patterns, learning issues, time management, or academic difficulties. The team, which acts as a resource, is composed of core members that represent a variety of support units within the School (Dean of Students Office, student adviser, Clark House counselor, and Medical Director). Additional members are added as needed, such as the student's adviser, a chaplain, or teacher(s). A referral to this problem-solving team can be made by anyone including a parent, faculty members, adviser, or student. STAT responds by making recommendations to address the concerns at issue. Learning services are coordinated through the Office of Academic Affairs, located in the Schoolhouse.

## **HEALTH POLICIES**

Clark House is governed by policies established by the School's Board of Trustees. These policies include the following: Communicable Diseases Health Center Reporting, Drug and Alcohol Testing, Life-Threatening Situations, Self-Destructive Behavior, Reproductive Health, Confidentiality of Health-Related Information, Management of Student Medications, and Health Leave.

## **COMMUNICABLE DISEASES**

St. Paul's School is committed to providing a safe and effective educational and working environment for its students, employees, and visitors. Consistent with this commitment is the policy to educate the community about how to prevent and control the spread of communicable diseases. St. Paul's School will comply with all federal and state laws concerning the prevention and control of communicable diseases. In addition, it will abide by rules issued by the Independent School League (ISL) and the New England Preparatory School Athletic Council (NEPSAC) for the control of communicable diseases in athletic competition.

The School provides education about communicable diseases to its students and employees on the nature of disease transmission and prevention through Living in Community classes, OSHA training, and informally through literature and postings. A list of communicable diseases which are reportable to the State of NH Bureau of Communicable Disease Control is available through Clark House. The Medical Director at Clark House will make a determination about the communicability of an infection and will make recommendations about isolation, precautions, and control measures to be implemented by St. Paul's School. Any incidence of a reportable communicable disease will be reported to the NH Bureau of Communicable Disease Control by the Medical Director.

*\*According to New Hampshire law RSA 141-C, a communicable disease is "an illness due to an infectious agent or its toxic products, which may be transmitted directly or indirectly to any person from an infected person, animal, or arthropod or through the vehicle of an intermediate host, vector or the inanimate environment."*

## HEALTH CENTER REPORTING

It is the policy of Clark House to comply with all applicable federal and state reporting requirements. Clark House staff shall be knowledgeable on all applicable reporting requirements including, but not limited to, requirements relating to communicable diseases, child abuse, Safe School Zones, hazing, and injuries caused by criminal acts. Clark House shall provide regular training to its staff on applicable reporting requirements and shall establish internal procedures to facilitate compliance.

## HEALTH LEAVE

St. Paul's School is committed to providing access to an appropriate level of health care. In some cases a student's health needs may exceed the limits of what Clark House can provide. In those situations, a student may be placed on a *Health Leave*. A *Health Leave* may also be necessary if a student is in danger of harming him- or herself or someone else, or is disrupting the community.

A *Health Leave* is granted or required for the management of health issues that cannot be adequately treated by the School or through local providers. A *Health Leave* may last up to one year in duration and is not an instrument of discipline.

There are three types of *Health Leaves*, each based on the amount of time the student is absent from School:

- **Short Term Health Leave** is defined as an approved absence from School for health reasons lasting no longer than three weeks.
- **Long Term Health Leave** is defined as an approved absence from School for health reasons that lasts longer than three weeks but less than one academic year.
- **Health Separation** is defined as an absence from School for health reasons that will require more than one calendar year.

### *Procedures*

The Medical Director or the director of Counseling Services, in consultation with the dean of students, determines whether or not a student at St. Paul's School will be required to take or will be granted a health leave. Prior to making a determination the Medical Director or the director of Counseling Services will normally seek information about the student from a variety of sources that may include the student, the student's adviser, the student's family and friends, and other medical care providers at the School and outside of the School.

When the Medical Director or the director of Counseling Services determines that a student will be leaving for a health leave, the Medical Director or the director of Counseling Services will inform all involved persons including the student affected, head of house, adviser, parents, the Dean of Students Office, and the Office of Academic Affairs.

The Office of Academic Affairs will contact the teachers of the student and, if appropriate under the circumstances, the Office of Academic Affairs will formulate a plan for continuing academic work and communication of these academic expectations for the student.

As soon as is reasonably possible, the Medical Director or the director of Counseling Services will convene a Student Teacher Assistance Team (STAT) meeting to discuss and determine the appropriate length of the health leave and to establish conditions for the student's return to St. Paul's. After this meeting, the Medical Director or the director of Counseling Services will communicate these conditions to the parents/guardian of the student.

The Medical Director or the director of Counseling Services will initiate contact with the professionals involved with the care and treatment of the student while the student is on leave and will follow-up over the course of the health leave. A parent/guardian must arrange for copies of all treatment records, evaluations and psychological or medical testing to be provided to the Medical Director or the director of Counseling Services upon request in a timely fashion.

Requests for return to the School should be communicated to the Medical Director or the director of Counseling Services and should include documentation demonstrating that the conditions of the health leave have been satisfied. The Medical Director or the director of Counseling Services will then reconvene the STAT to review the situation and the factors of the student's care away from school and determine whether a return to St. Paul's is appropriate. It is the Medical Director or the director of Counseling Services's responsibility to determine whether a return to St. Paul's is appropriate, from a medical perspective; it is the responsibility of the Dean of Students Office to determine whether a return is appropriate from an academic or residential perspective.

If a return is approved, the student may spend a night or several nights in residence at Clark House as a transition back to school life. The student must also abide by any conditions set forth by the Medical Director or the director of Counseling Services to help ensure continued good health for the student which will include compliance with a therapeutic plan.

## **DRUG AND ALCOHOL TESTING**

Students are expected to be completely drug and alcohol free while they are enrolled at St. Paul's School. They may not sell, distribute, use, possess, or be under the influence of illicit drugs, alcohol, nicotine or other substances that are used in a way other than prescribed. As a condition of the student's enrollment at St. Paul's School, parent(s) and students are required to authorize the School to conduct drug and alcohol testing of the student by a urine or hair sample or saliva.

St. Paul's School reserves the right to test students for drugs and alcohol randomly or in the following circumstances: (1) the student exhibits drug or alcohol influenced behavior; (2) the student has a history of drug or alcohol use at St. Paul's School; (3) there are significant changes in the student's academic or social functioning; (4) there are signs of psychological distress; or (5) upon written request by the parent(s) of the student.

If a student has been caught using a substance or has admitted through the School's Sanctuary Policy to have used, the student will be placed on a list to be randomly tested. Each week several students from the list will be selected through a random



number generator to undergo one of the methods of drug testing at the family's expense. If, during the school year, a student is randomly selected more than 10 times, the School will incur the cost of further testing.

If a student tests positive for illicit substances, whether or not it can be demonstrated that the substance was used on the grounds, the student is considered to be in violation of a Major School Rule, and will be subject to appropriate disciplinary action, up to and including separation from the School.

Parents will be responsible for all costs incurred for evaluation, counseling, and drug testing services provided through Clark House.

## **SLEEP DEPRIVATION**

Although there is no formal policy for sleep deprivation, on occasion students request rest at the health center. Students are asked if they have any tests, quizzes, assignments, or assessments due; if so, they are directed to their respective commitment, and once it is completed, may return to sleep if they choose. Students who have nothing due are allowed to use one of our day-beds for rest. Students with sleep deprivation are given "early check," which is communicated to them and their house. Students also may be placed on "no sports," and if so, are given a waiver for their coach to sign and return to Clark House, where they will be given more time to rest or study. In the event that students misuse sleep deprivation, they will be required to meet with the medical director. It is appropriate for faculty and advisers to remind students of the need for sleep, particularly those students who may overuse the health center to get rest.

### *Sleep Deprivation Study Hall*

Located in Clark House, sleep deprivation study hall is designed for students who spend time sleeping during the day in the health center and, therefore, miss academic commitments. The goal of this study hall is to allow structured time for students to catch up on missed assignments.

## **LIFE-THREATENING SITUATIONS**

Students, faculty, or staff witnessing or coming upon a life-threatening situation should call 911 immediately and then notify School Safety (4646). Students should always attempt to contact an adult for assistance when possible. Examples of life-threatening situations include:

- acute respiratory distress
- severe bleeding
- shock/anaphylactic reaction
- cardiac distress
- burns – serious/extensive
- poisoning
- unconsciousness
- injury involving large bones/severe head, neck; trauma/paralysis
- natural or other disasters

## **SELF-DESTRUCTIVE BEHAVIOR**

It is the policy of St. Paul's School to maintain a safe learning and living environment for its students, staff, and faculty. Since self-destructive behavior is a threat to the School's ability to maintain a safe environment, it is the policy of the School to respond to all such behavior by students. For the purposes of this policy, self-destructive behavior is defined as behavior that may include, but is not limited to, the following:

- an inability to control one's own actions; or
- bodily harm to oneself, including the overdose of drugs or any other suicide attempt/threat/gesture.

When a determination has been made that a student has engaged in self-destructive behavior, the student will be placed on a short-term or extended health leave in accordance with the School Health Leave Policy. If a student is found to be in a situation where he/she is in danger of harming self or others, Clark House will immediately contact SPS Safety. Clark House personnel are not authorized to use physical or chemical restraints at any time.

## **REPRODUCTIVE HEALTH**

St. Paul's School seeks to affirm and support young people in their search for appropriate expressions of intimacy and affection. The School is aware, however, of the serious physical, emotional, social, and legal consequences that can result from intimate sexual contact. Therefore, the School strongly encourages students to postpone sexual intimacy.

However, St. Paul's School is aware that students will make their own decisions about sexual intimacy. Clark House professional staff and faculty are available to all students who want to discuss reproductive health and other related issues. In addition, with parental permission, Clark House medical staff may provide reproductive health services to students. Clark House offers the following reproductive health services: testing and treatment for sexually transmitted diseases; pregnancy testing; and birth control, such as birth control pills, condoms, and emergency contraception. In the event that a student does not obtain parental permission to receive reproductive health services at Clark House, the student may access a local agency that may afford greater confidentiality. Please contact Clark House for a list of nearby service providers.

## **EATING DISORDERS**

At St. Paul's School we seek to foster the emotional and physical well-being of students. In keeping with this ideal we realize the intense need students may have for support and education around the topics of weight, body image, disordered eating, food preoccupation, and exercise obsession.

Eating disorders are serious medical problems. Anorexia nervosa, bulimia and binge eating are all types of disorders that typically develop during adolescence and adulthood or less frequently in childhood. Eating disorders affect both males and females. While eating disorders are less common in males, approximately 10 percent of those suffering from eating disorders are male.

To address eating disorders, St. Paul's School, through Clark House, has developed a support and intervention system. The goal is not only to treat students with eating disorders but also to enhance prevention of these disorders through education and community support. We are guided by the well-researched protocols outlined in the

manual developed at the Dartmouth College Health Service (the “Dartmouth Manual”) to assist us in providing a high quality of care for students with eating disorders in light of the School’s resources. A copy of the Dartmouth Manual is available upon request.

Confidentiality is an integral part of all health services at St. Paul’s School. It is important for students to trust that they can be authentic and honest in discussing their medical and mental health-related issues with health center staff without fear that their information will be shared with others outside the health center. There are, however, exceptions to the requirement to maintain confidentiality which we are obligated to address (*see the Clark House policy on Confidentiality of Health-Related Information*). For example, if a school official reasonably believes that the student is presenting or is likely to present a threat to him/herself and/or others or is unreasonably disrupting the School community, or the information falls within the guidelines of reporting laws, there may be an obligation to disclose some or all of the information provided by the student. When a School official has information which reasonably suggests that a student’s behavior falls within one of these exceptions, the dean of students (or his or her designee) will be brought into our discussions and consulted, after which further disclosures may be deemed necessary. In certain situations, disclosure may be necessary prior to such consultation.

The Dartmouth Manual provides specific treatment and health leave recommendations for students identified with eating disorders. In brief, any student identified as exhibiting behavior consistent with disordered eating will have an initial evaluation at Clark House to assess the extent of the problem. This assessment will usually include appointments with several members of our multi-disciplinary team, including the medical director, a counselor, a nutritionist, and in some instances our consulting psychiatrist. Specific treatment and nutrition goals will be set for the outpatient program, and, in most instances, the student will be given a period of time to demonstrate improvement as determined by members of the health professional team.

However, if the School determines that the student’s current situation falls outside the scope of care that Clark House can effectively provide, the student will be required to take a health leave from school. If the student in the opinion of the medical director or a treating physician exhibits a significant decline in emotional or physical health at any time, he or she may be required to take a leave prior to the term’s completion. A health leave may also be required if a student has a history of an eating disorder combined with one or more of the following: 1) physiological signs or symptoms of health decline indicated by (including but not limited to) abnormal laboratory tests, persistent amenorrhea in females, dental erosions, low blood pressure, low pulse, other cardiac abnormalities, etc.; 2) while in treatment, an inability to maintain a body mass index (BMI) of at least 18 and/or an ideal body weight of at least >80%; 3) an inability to break the cycle of chronic eating disordered behavior; 4) an inability to engage in or comply with any aspect of the effective outpatient therapy at SPS; 5) the needs or care of the individual exceed what the School determines it can effectively provide; or 6) the student’s eating behaviors or results of the disordered eating unreasonably disrupts the School community.

In addition to the above, a required health leave for students with anorexia nervosa may be based on an ideal body weight (IBW) of <80% or a body mass index (BMI) of <18%. If a medical leave is necessary, then a returning weight which reflects a BMI of at least 19.5% (equivalent to an IBW between 96-98% for females and 90% for males

reflecting different body compositions between males and females) is the goal as this BMI standard for completion of a medical leave is associated with lower relapse rates. These weights must be maintained for a minimum of three months prior to gaining medical clearance to return.

For students who are identified as having bulimia, treatment recommendations will be based on physiological signs and severity of illness. As with students who have anorexia nervosa, it may be determined that a health leave is warranted in order to address the issues related to bulimia, particularly if it is determined by the team that the student's needs are beyond what the School can effectively provide. Students with bulimia who have gone on a health leave must demonstrate an ability to maintain a healthy weight, stable eating patterns, and management of binge-purge symptoms for at least three months prior to gaining medical clearance to return to St. Paul's School. Other medical symptoms, (i.e., laboratory abnormalities, abnormal vital signs, cardiac abnormalities, etc.) must also be stable and within normal limits for three months prior to a student's return.

Because excessive exercise is not uncommon in students with eating disorders, a restriction on athletics/exercise may be implemented or the student may be required to take a medical withdrawal if he or she fails to meet the goals established by the treatment team.

If a determination is made that a student's health is significantly compromised due to an eating disorder or disordered eating and the student refuses to accept a medical recommendation for a voluntary health leave, the dean of students in collaboration with medical input may, on an individualized basis, implement an involuntary health leave. Whether or not a health leave is voluntary or involuntary, SPS may impose weight goals and limits on an individualized basis, taking into account factors such as the student's compliance with treatment recommendations, weight history, height, frame size, family history, rapidity of weight change and eating/exercise behavior which must be fulfilled prior to the student's return.

Upon matriculation to St. Paul's School or prior to the onset of a new school year, if a student has an active eating disorder as determined by, but not limited to, his/her health records, statements made by the student and/or family, or by the student's home physician(s) and/or counselor(s), the student's parents must authorize SPS officials to confer with the student's medical professional(s). If after such consultation, SPS reasonably believes that the student's health is sufficiently at risk of being compromised, the dean of students may recommend or impose a health leave of absence. The dean of students will consider a range of factors, including but not limited to: a history of poor treatment compliance; an eating disorder not in remission; stability of an eating disorder of less than three months in duration; treatment needs beyond what St. Paul's School can effectively provide; or information that reasonably suggests that attending a residential boarding school would present a legitimate health or safety risk to the student.

As with all health leaves, documentation of improvement from treating health care professionals will be required prior to consideration of a return to St. Paul's. For all students subject to a health leave for eating disorders, a period of a minimum of three months of documented recovery and health as determined by St. Paul's School, is required before a return to the School will be permitted. As per the Dartmouth Manual, St. Paul's School adheres to specific BMI criteria that a student must meet prior to being eligible to participation in athletics. Although the health care team at Clark House values and

requires input from outside health professionals during the student's health leave, ultimately the decision to allow a student to return rests exclusively with the dean of students in close consultation with the treatment team and the medical director.

## **INFORMED CONSENT**

As a condition of enrollment, parents and students are required to sign the Informed Consent form. This consent also authorizes a student's participation in health and wellness programs. Upon turning 18 years of age, students are required to re-sign the Informed Consent as a condition of continued enrollment at the School.

## **CONFIDENTIALITY OF HEALTH-RELATED INFORMATION**

Clark House personnel will maintain the confidentiality of all health-related information within its care or custody. Clark House personnel will not release any individually identifiable health-related information without the written consent of the parent or the student in cases where the student's consent is required by law. Clark House personnel will release health-related information if required to do so by law (e.g., mandatory reporting).

As a condition of enrollment, parents and students must provide written consent to release any medical or health information (including information related to drug/alcohol evaluation and random drug testing results) to the following (1) any health care professional, including counselors providing treatment while the student is attending St. Paul's School; (2) employees or agents of the School as determined by the Medical Director of Clark House, or his designee, to meet the medical or safety needs of the student and the community or the legal responsibilities of the School; and (3) any persons necessary to process insurance claims. Clark House will disclose only the minimum information necessary to achieve the purpose for which it is released. In addition, students must provide written consent for release of all of their health-related information to their parents.

Clark House will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information within its care or custody. Clark House will retain medical information for seven years after a student graduates at which time paper information will be destroyed and electronic information will be purged/erased.

St. Paul's School can provide medical clearance only for programs that are affiliated with the School. For all other programs and travel, domestic and foreign, please refer the necessary forms to your child's primary care provider.

## **MANAGEMENT OF STUDENT MEDICATIONS**

Appropriate management of medication is required by New Hampshire Code of Administrative Rules He-P 816.17. The Medical Director and/or nursing staff at St. Paul's School Clark House will store, administer, and/or oversee the use of all medications by students. Clark House must be notified of all student medications, including prescribed, over-the-counter, herbal, dietary supplements, vitamins, minerals, performance enhancers, or other medications. Any student who takes prescribed medication to treat a psychological or learning-related disorder shall receive counseling or supervision as deemed appropriate by the Medical Director or counseling services. All procedures for managing and distributing medication(s) will follow federal and state laws.

### ***Parent Disclosure and Releases***

Parents and students are required, as a condition of enrollment, to disclose to medical personnel at Clark House any and all medications used by the student. Parents and students also must advise Clark House medical personnel of any changes in the student's medications, including dosage. All medication records will be maintained at Clark House.

### *Distribution*

Medications falling under Class 4/5 (narcotics, psychotropics and stimulants) cannot be stored in a student's room and must be stored and distributed by authorized personnel at Clark House. Prescription medication distribution is on a dose-by-dose basis in Clark House. Clark House personnel recognize that there are certain emergency medications that a student might need to carry on his or her person. On occasion the Medical Director can also authorize distribution of one or two doses of class 4/5 medications for night time use as described in the text that follows. No St. Paul's School faculty or staff member will be given the responsibility/authorization to administer prescribed medications to any student on campus. Failure to follow this policy may result in a disciplinary response which may include, but is not limited to, dismissal from the school.

When off grounds on a School-sponsored trip where a chaperone is present, or when on grounds when School is not in session and the health center is closed, a chaperone who has had proper training in medication administration will be allowed to hold and securely store a student's class 4/5 medication. The medication will be provided to the student as indicated on the Medication Administration Report (MAR) and the student will be observed taking the medication if opting to take that dose. The chaperone will then record on the MAR whether the dose was taken or refused. At the end of the trip, the chaperone will give the remaining medication to the student if school is not in session or return it to Clark House if the student is returning to campus. All students are required to return medications from travel, holidays and vacations, to Clark House within 24 hours of returning to campus. Failure to follow this policy may result in a disciplinary response which may include, but is not limited to, dismissal from the School. The Medical Director will be notified of any failure to return Class 4/5 medications to Clark House.

**To insure the School's medication policy is understood, students and parents of students taking any class 4/5 medications must sign the St. Paul's School Medication Compliance Policy form.** While Clark House will work with students to help manage their medications, we cannot force students to take their prescribed medications. Ultimately, the responsibility to take a medication is up to the student and his or her family.

The following is a description of the various medications subject to this policy and a description of the requirements pertaining to each class:

**Class 1 – Non-Prescription Medications** Students taking non-prescription medications, dietary supplements, vitamins, or herbal remedies shall inform the medical staff about the type of medication, dietary supplements, vitamins, or herbal remedies they are using and the dosage amount. With parental consent, Clark House medical staff will determine the amount of medication to be taken based on recommended daily allowances.

**Class 2 – Topical Prescribed Medications and Certain Oral Prescribed Medications**

The following medications may be kept in the student's room with authorization by the Medical Director, the student, and the parent (when the student is under 18): (1) Prescription medications which are applied topically, such as topical cream for the treatment of acne; (2) Oral antibiotics; (3) Oral medications prescribed for the treatment of allergies; and (4) Oral contraceptives.

**Class 3 – Emergency Medications** Emergency medications are those which a student needs to carry on his or her person at all times. These include, but are not limited to, asthma inhalers, epinephrine auto-injectors, and insulin. Students will be allowed to carry such medication with authorization by the Medical Director, the student, and the parent (when the student is under 18).

**Class 4 – Narcotic, Stimulant, and Psychotropic Medications** All Class 4 medications will be distributed by Clark House medical staff on a dose-by-dose basis. Students will not be allowed to keep a supply of any Class 4 medication in their rooms.

In addition, all students who are prescribed psychotropic medications will be required to meet with the School's Medical Director, counselor, or consulting psychiatrist during the school year to discuss treatment planning for the upcoming year. The treatment plan may include regular counseling and medication during the school year. As part of the treatment planning process, we may discuss and coordinate the student's diagnostic testing and care with his or her home provider, including any prescribing physician, evaluator or therapist. We ask that parents facilitate this process to ensure coordinated care between the School and home.

**Class 5 – Prescription Drugs Not Otherwise Classified** All prescription drugs not in Classes 2, 3 or 4 will be distributed by Clark House medical staff on a dose-by-dose basis. Students will not be allowed to keep a supply of Class 5 medications in their rooms.

#### ***Revocation of Self-Administration Privileges***

St. Paul's School reserves the right to revoke a student's right to self-administer medications when, in the professional judgment of Clark House medical staff, the student has demonstrated an inability to self-medicate safely.

#### ***Failure to Comply***

All students must comply with the School's policy on medication management. Failure to comply with this policy may result in disciplinary action against the student including, but not limited to, separation from the School. Clark House personnel will notify parents of a student's failure to comply with this policy.



## PATIENTS' BILL OF RIGHTS

### *Mandated by RSA 151:21*

*New Hampshire law requires that the Patients' Bill of Rights be made available to all persons accessing Clark House. The Patients' Bill of Rights appears below and also is posted at Clark House.*

The policy describing the rights and responsibilities of each patient admitted to the facility shall include, as a minimum, the following:

- I. The patient shall be treated with consideration, respect, and full recognition of the patient's dignity and individuality, including privacy in treatment and personal care and including being informed of the name, licensure status, and staff position of all those with whom the patient has contact, pursuant to RSA 151:3-b.
- II. The patient shall be fully informed of a patient's rights and responsibilities and of all procedures governing patient conduct and responsibilities. This information must be provided orally and in writing before or at admission, except for emergency admissions. Receipt of the information must be acknowledged by the patient in writing. When a patient lacks the capacity to make informed judgments the signing must be by the person legally responsible for the patient.
- III. The patient shall be fully informed in writing in language that the patient can understand, before or at the time of admission and as necessary during the patient's stay, of the facility's basic per diem rate and of those services included and not included in the basic per diem rate. A statement of services that are not normally covered by medicare or medicaid shall also be included in this disclosure.
- IV. The patient shall be fully informed by a health care provider of his or her medical condition, health care needs, and diagnostic test results, including the manner by which such results will be provided and the expected time interval between testing and receiving results, unless medically inadvisable and so documented in the medical record, and shall be given the opportunity to participate in the planning of his or her total care and medical treatment, to refuse treatment, and to be involved in experimental research upon the patient's written consent only. For the purposes of this paragraph "health care provider" means any person, corporation, facility, or institution either licensed by this state or otherwise lawfully providing health care services, including, but not limited to, a physician, hospital or other health care facility, dentist, nurse, optometrist, podiatrist, physical therapist, or psychologist, and any officer, employee, or agent of such provider acting in the course and scope of employment or agency related to or supportive of health care services.
- V. The patient shall be transferred or discharged after appropriate discharge planning only for medical reasons, for the patient's welfare or that of other patients, if the facility ceases to operate, or for nonpayment for the patient's stay, except as prohibited by Title XVIII or XIX of the Social Security Act. No patient shall be involuntarily discharged from a facility because the patient becomes eligible for medicaid as a source of payment.
- VI. The patient shall be encouraged and assisted throughout the patient's stay to exercise the patient's rights as a patient and citizen. The patient may voice grievances and recommend changes in policies and services to facility staff or outside representatives free from restraint, interference, coercion, discrimination, or reprisal.



- VII. The patient shall be permitted to manage the patient's personal financial affairs. If the patient authorizes the facility in writing to assist in this management and the facility so consents, the assistance shall be carried out in accordance with the patient's rights under this subdivision and in conformance with state law and rules.
- VIII. The patient shall be free from emotional, psychological, sexual and physical abuse and from exploitation, neglect, corporal punishment and involuntary seclusion.
- IX. The patient shall be free from chemical and physical restraints except when they are authorized in writing by a physician for a specific and limited time necessary to protect the patient or others from injury. In an emergency, restraints may be authorized by the designated professional staff member in order to protect the patient or others from injury. The staff member must promptly report such action to the physician and document same in the medical records.
- X. The patient shall be ensured confidential treatment of all information contained in the patient's personal and clinical record, including that stored in an automatic data bank, and the patient's written consent shall be required for the release of information to anyone not otherwise authorized by law to receive it. Medical information contained in the medical records at any facility licensed under this chapter shall be deemed to be the property of the patient. The patient shall be entitled to a copy of such records upon request. The charge for the copying of a patient's medical records shall not exceed \$15 for the first 30 pages or \$.50 per page, whichever is greater; provided, that copies of filmed records such as radiograms, x-rays, and sonograms shall be copied at a reasonable cost.
- XI. The patient shall not be required to perform services for the facility. Where appropriate for therapeutic or diversional purposes and agreed to by the patient, such services may be included in a plan of care and treatment.
- XII. The patient shall be free to communicate with, associate with, and meet privately with anyone, including family and resident groups, unless to do so would infringe upon the rights of other patients. The patient may send and receive unopened personal mail. The patient has the right to have regular access to the unmonitored use of a telephone.
- XIII. The patient shall be free to participate in activities of any social, religious, and community groups, unless to do so would infringe upon the rights of other patients.
- XIV. The patient shall be free to retain and use personal clothing and possessions as space permits, provided it does not infringe on the rights of other patients.
- XV. The patient shall be entitled to privacy for visits and, if married, to share a room with his or her spouse if both are patients in the same facility and where both patients consent, unless it is medically contraindicated and so documented by a physician. The patient has the right to reside and receive services in the facility with reasonable accommodation of individual needs and preferences, including choice of room and roommate, except when the health and safety of the individual or other patients would be endangered.
- XVI. The patient shall not be denied appropriate care on the basis of race, religion, color, national origin, sex, age, disability, marital status, or source of payment, nor shall any such care be denied on account of the patient's sexual orientation.

- XVII. The patient shall be entitled to be treated by the patient's physician of choice, subject to reasonable rules and regulations of the facility regarding the facility's credentialing process.
- XVIII. The patient shall be entitled to have the patient's parents, if a minor, or spouse, or next of kin, or a personal representative, if an adult, visit the facility, without restriction, if the patient is considered terminally ill by the physician responsible for the patient's care.
- XIX. The patient shall be entitled to receive representatives of approved organizations as provided in RSA 151:28.
- XX. The patient shall not be denied admission to the facility based on medicaid as a source of payment when there is an available space in the facility.
- XXI. Subject to the terms and conditions of the patient's insurance plan, the patient shall have access to any provider in his or her insurance plan network and referral to a provider or facility within such network shall not be unreasonably withheld pursuant to RSA 420-J:8, XIV.

*Source: 1981, 453:1. 1989, 43:1. 1990, 18:1-6; 140:2, XI. 1991, 365:10. 1992, 78:1. 1997, 108:6; 331:3-8. 1998, 199:2; 388:5, 6. 2001, 85:1, eff. Aug. 18, 2001. 2009, 252:1, eff. Sept. 14, 2009. 2013, 265:3, eff. Jan. 1, 2014.*

## **MENTAL HEALTH BILL OF RIGHTS**

“This Mental Health Bill of Rights is provided by law to persons receiving mental health services in the State of New Hampshire. Its purpose is to protect the rights and enhance the well being of clients, by informing them of key aspects of the clinical relationship. As a client of a New Hampshire Mental Health Practitioner, you have, without asking, the right:

- (1) To be treated in a professional, respectful, competent and ethical manner consistent with all applicable state laws and the following professional ethical standards:
  - a. for psychologists, the American Psychological Association;
  - b. for independent clinical social workers; the National Association of Social Workers;
  - c. for pastoral psychotherapists; the American Association of Pastoral Counselors
  - d. for clinical mental health counselors; the American Mental Health Counselor Association; and
  - e. for marriage and family therapists; the American Association for Marriage and Family Therapists.
- (2) To receive full information about your treatment provider's knowledge, skills, experience and credentials.
- (3) To have the information you disclose to your mental health provider kept confidential within the limits of state and federal law. Communications between mental health providers and clients are typically confidential, unless the law requires their disclosure. Mental health providers will inform you of the legal exceptions to confidentiality, and should such an exception arise, will share only such information as required by law. Examples of such exceptions include but are not limited to:
  - a. abuse of a child;
  - b. abuse of an incapacitated adult;

- c. Health Information Portability and Accountability Act (HIPAA) regulation compliance;
  - d. certain rights you may have waived when contracting for third party financial coverage;
  - e. orders of the court; and
  - f. significant threats to self, others or property.
- (4) To a safe setting and to know that the services provided are effective and of a quality consistent with the standard of care within each profession and to know that sexual relations between a mental health provider and a client or former client are a violation of the law (RSA 330-A:36).
  - (5) To obtain information, as allowed by law, pertaining to the mental health provider's assessment, assessment procedures and mental health diagnoses (RSA 330-A:2 VI).
  - (6) To participate meaningfully in the planning, implementation and termination or referral of your treatment.
  - (7) To documented informed consent: to be informed of the risks and benefits of the proposed treatment, the risks and benefits of alternative treatments and the risks and benefits of no treatment. When obtaining informed consent for treatment for which safety and effectiveness have not been established, therapists will inform their clients of this and of the voluntary nature of their participation. In addition, clients have the right to be informed of their rights and responsibilities, and of the mental health provider's practice policies regarding confidentiality, office hours, fees, missed appointments, billing policies, electronic communications, managed care issues, record management, and other relevant matters except as otherwise provided by law.
  - (8) To obtain information regarding the provision(s) for emergency coverage.
  - (9) To receive a copy of your mental health record within 30 days upon written request (except as otherwise provided by law), by paying a nominal fee designed to defray the administrative costs of reproducing the record.
  - (10) To know that your mental health provider is licensed by the State of New Hampshire to provide mental health services.
    - a. You have the right to obtain information about mental health practice in New Hampshire. You may contact the Board of Mental Health Practice for a list names, addresses, phone numbers and websites of state and national professional associations listed in Mhp 502.02 (a)(1)(a-e).
    - b. You have the right to discuss questions or concerns about the mental health services you receive with your provider.
    - c. You have the right to file a complaint with the Board of Mental Health Practice.”
  - (b) A licensee shall post a copy of the above mental health bill of rights in a prominent location in the office of the mental health practitioner and provide a copy upon request.
  - (c) A licensee shall provide a copy of the mental health bill of rights to the client and/or agency if the assessment, consultation or intervention is provided outside the office.

## COMPLAINT PROCEDURE

Any student or parent wishing to file a suggestion or complaint regarding care or treatment received at Clark House may write or talk to:

Dr. John Bassi, Medical Director  
Clark House  
St. Paul's School  
325 Pleasant Street  
Concord, NH 03301  
603-229-4850

OR

Division of Public Health Services  
Bureau of Health Facilities Administration  
129 Pleasant Street  
Concord, NH 03301  
1-800-852-3345, ext. 9499  
or 603-271-9499  
TDD access 1-899-735-2964



# ST. PAUL'S SCHOOL

325 Pleasant Street  
Concord, NH 03301-2591

603-229-4600  
[www.sps.edu](http://www.sps.edu)