



KAMEHAMEHA SCHOOLS KAPĀLAMA  
MĀLAMA OLA HEALTH SERVICES DEPARTMENT

Aloha e nā mākuā,

Hau'oli makahiki hou! You're receiving this letter because you have a child who will be a returning student entering grade 1, 2, 3, 5 or 6. While we're fresh into the New Year, preparation for the next school year has already begun.

The following requirements for school medical clearance must be completed by **May 1, 2017**.

- Review/Update your child's Student Health Summary through KS Connect
- Complete the Medical Treatment Agreement and Release through KS Connect

Downloadable forms and instructions for completing forms through KS Connect are available online at: **<https://blogs.ksbe.edu/malamaola>**.

If your child will need to take or have available a medication on campus that you would like for KS Health Services staff or their designee to administer, a completed Request for Administration of Medication (RAM) form is required. Controlled medications (e.g. narcotics or common ADHD medications) must be administered by KS Health Services staff or their designee. A separate RAM form should be completed for each medication.

Kamehameha Schools is not responsible for any medications that a student self-administers. Students will be responsible for ensuring that they keep their self-administered medication available at school or on any activity and take the medication as prescribed. If a student shares a self-administered medication with another student, the medication shared will immediately be confiscated, the student's privilege of self-administration will be revoked, and the student may face other disciplinary measures.

Return any RAM forms to:

Christy Benanua  
KSK-KES Health Room  
Mālama Ola Health Services Department  
1887 Makuakāne Street Honolulu, Hawai'i 96817  
Fax: 808-843-3355  
Email: [kskmalamaola@ksbe.edu](mailto:kskmalamaola@ksbe.edu)

For your convenience, also included is a checklist of school medical clearance requirements for your child. If you have any questions, please contact Christy Benanua at: 808-842-8109.

Me ka 'oia 'i'o,

A handwritten signature in black ink, appearing to read 'K. Fink', with a stylized, cursive script.

Kenneth S. Fink, MD, MGA, MPH  
Director, Mālama Ola & Medical Director  
Kamehameha Schools



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Checklist for Kamehameha Schools Kapālama  
Returning Students Entering Grade 1, 2, 3, 5 or 6

**ALL ITEMS ARE DUE BY MAY 1, 2017**

Downloadable forms and instructions for completing forms through KS Connect are available online at: <https://blogs.ksbe.edu/malamaola>.

Complete through KS Connect

- ☐ Review and update the Student Health Summary.
- ☐ Complete the Medical Treatment Agreement and Release, which requires the electronic signature of both legal guardians, as applicable.

Complete in Hardcopy and Return to your Student's Health Room

- ☐ Return a completed Request for Administration of Medication (RAM) form for each medication to be administered by KS Health Services staff or their designee.

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