



Darrow School Health Services

Medical Leave Policy and Agreement 2025-2026

Darrow School is committed to the safety of each student as well as the community as a whole. At times, treatment for certain physical or psychological disorders is best accomplished away from school. A medical leave may **ONLY** be approved by Health Services. The Director of Health Services may approve any form of medical leave. The School Counselor may approve medical leave for behavioral or psychological reasons. Health Services will determine whether and under what conditions a student should return to the School. It is the goal of Health Services to support students in their return to school as quickly as possible, while also ensuring that each student receives the care that they need and will be successful upon their return to school. Medical leaves are administrative rather than disciplinary; they are not intended to be punitive and do not take the place of disciplinary action that may occur. A medical leave is not intended nor will be able to stop or excuse disciplinary actions. Any staff or faculty member, student family member, or student may initiate a medical leave request by submitting a Medical Leave Request Form to either the Director of Health Services or the School Counselor.

All Medical Leaves will include the following information, if known at the time:

- Reason for medical leave
- Recommended plan of care, to include length of time and requirements for return
- The Director of Studies should be contacted to create an academic plan to be completed during the medical leave, if possible.
- Notification to Parents/Guardians that the student may not return to Campus without approval from the Director of Health Services. Students may return to collect personal property only if under the direct supervision of a parent/guardian and can only do so after providing advanced notification (minimum 24 hours) to the Director of Health Services. Parents/Guardians are then required to coordinate an appropriate date and time with the Dean of Students.

Request for Non-Emergent Medical Leave:

The Director of Health Services is responsible for approving medical leave requests. For non-emergent medical leaves, students or families should contact the Director of Health Services and complete the Medical Leave Request Form (Appendix A). Non-emergent medical leaves will only be approved after Health Services has had the time to consult and collaborate with both the Director of Studies and Dean of Students. **Students who leave school without completing the medical leave request process risk their medical leave being denied and receiving unexcused absences for that time. Students may also be subject to disciplinary and/or administrative action and may not receive credit for missed work during that period of time.**

For Emergent Medical Leave:

Emergent Medical Leave is typically initiated for Behavioral or Psychiatric Emergencies. A Behavioral Emergency is a situation in which the student's present problem is some disorder of mood, thought, and behavior that interferes with the activities of daily living (ADLs). For example, when a person becomes so depressed that they cannot get up in the morning, shower, attend meals, or have delusions or hallucinations. A Psychiatric Emergency is when behavior threatens a student's health and safety (i.e., self-harm - such as cutting) or the health and safety of another person. The most extreme examples are situations in which a person becomes suicidal, homicidal, or psychotic.

For these emergent medical leaves, Health Services must complete the Risk/Safety Evaluation Form – Student Mental Health Questionnaire (Appendix B) and determine that a medical leave is necessary. If Health Services is unable to make the determination, then the Director of Health Services shall consult with the School Medical Provider for final determination. Only a NYS Licensed Healthcare or Mental Health Provider may complete a Risk/Safety Evaluation. At Darrow School, this is limited to the following Health Services Staff: Medical Provider, Nurses, and School Counselor.

Once a decision for an Emergent Medical Leave has been made, Health Services will meet with the Director of Studies and Dean of Students to develop an appropriate plan, based upon the individual circumstances of the student (i.e., medical, academic, etc.), as time and situation permit. This information will then be promptly communicated to the Family, Student, Head of School, Advisor, Houseparents, and Teachers.

After the Emergent Medical Leave has been communicated to the family by Health Services, the student should be enrolled in the recommended treatment as soon as possible. Parents should consult with the student's current therapist, psychiatrist, and primary care provider for appropriate treatment programs. The Director of Health Services or the School Counselor will communicate the determination of the emergent medical leave of absence to parents/students. A student placed on an emergent medical leave of absence must be picked-up by a parent/guardian as soon as possible. Depending upon the circumstances, students may need to be sent to the emergency room until the parent/guardian's arrival.

Application for Return from Medical Leave:

When a student and family believe that they have completed the requirements of a medical leave, such as finishing a program or receiving treatment, they should apply for return with the Director of Health Services or the School Counselor (if the leave was for Mental Health reasons). The application for return (Appendix C) will be reviewed by Health Services. Parents/Guardians should only apply for return from medical leave ***after*** their student has been seen by their primary care providers following the recommended course of treatment.

A return to school meeting is then scheduled in which current suicide/safety risk can be assessed, a safety plan, current medications, and mental status can be reviewed. Students may need academic support or accommodations and a revised School Health Plan if there has been a significant absence or if there are residual changes in cognitive reserve for learning related to new diagnoses or injuries. A return to school meeting shall consist of, at a minimum, the Director of Health Services, the School Counselor, the Dean of Students, and the Director of Studies. Other Staff or Faculty members may be requested to attend, if appropriate. Returning from a medical leave is contingent upon approval from Health Services, Student Services, and Academics. As such, ***there is no guarantee that a student will be approved for a return to School after a medical leave of absence. If a student is not approved for a return to school after a medical leave, the parent is hereby notified that they shall not be entitled to any refunds or compensation outside of their tuition protection plan.***

For **General Medical Leaves**, the student or family must provide to Health Services a signed written document from the treating provider(s), which includes:

- Medical Diagnosis
- Treatment given off campus
- Medical clearance to return to classes and campus life
- List of follow-up treatment or outpatient appointments to be done
- List of restrictions and duration of restrictions
- List of any accommodations that should be made, if applicable
- Provider signed medication orders from each prescriber (unless there are no changes)

For **Mental Health Medical Leaves**, the student or family must provide a document, signed by the treating provider(s), which includes:

- All Psychological Diagnoses
- Treatment notes, if the student attended a program
- Clearance to return to classes and campus life from the primary psychiatrist/therapist
- List of strategies students will use to address their issues / prevent future events
- List of suggested supports/accommodations, including recommended frequency
- Provider signed medication orders from each prescriber (unless there are no changes)
- Signed release of information for Health Services to speak with treatment provider (s)
- If applicable, signed permission for Health Services to receive a Discharge Summary
- Proof of follow-up, post-treatment/during medical leave, with primary care providers

Academic Clearance to return (for all medical leave types):

The degree to which a student is expected to engage in coursework while on medical leave will be determined by the Director of Studies and Parents/Students in consideration of the student's current medical condition and recommendations from medical providers.

All students wishing to return from a medical leave must submit the following to the Director of Studies or designee:

- Completed work that was sent from their teachers to be done during the medical leave, OR
- A reasonable plan and timeline for completion of work for courses the student is enrolled in, as approved by the Director of Studies.

Students returning from a medical leave may need to be graded on a Pass/Fail basis. If a medical leave lasts for a long period of time, students may need to seek an alternate credit recovery course. The Director of Studies reserves the right to determine whether a student has completed sufficient work to receive credit for the course. The Director of Studies also reserves the right to deny a student's return from medical leave if academic requirements have not been met.

Administrative Clearance to return (for all medical leave types):

All students wishing to return from a medical leave must have their circumstances reviewed by the Dean of Students, who considers the impact a return would have on both the individual student and community life. The Dean of Students also reserves the right to deny a student's return from medical leave due to administrative reasons, such as, but not limited to, disciplinary issues, safety issues, or other negative impacts that a return would have on the community.

Return to Campus (*Students may NOT return to campus until written clearance is given by Health Services*):

Once the Application for return has been submitted, Health Services Staff will meet to determine what the appropriate next steps are. They include, but are not limited to, the following:

- Student returns from medical leave
- Additional information is needed to make the determination
- The student must meet additional medical requirements, as specified by Health Services, upon returning from medical leave
- Medical leave is to be extended
- The student must withdraw from the school for medical reasons

Appeals to a determination can be made to the School Medical Provider.

Once a student has submitted the required documentation and has been cleared, medically, to return by Health Services, the following will occur:

1. The Director of Studies will be notified by Health Services and will determine if the student has met the academic requirements to return to school.
2. The Director of Studies will also determine if the student should return as a Boarding or Day Student.
3. If cleared academically and administratively, the family, Director of Studies, and Dean of Students will work together to ensure a smooth academic return for the student.
4. The student will spend their first day back on campus meeting with the Director of Health Services and the School Counselor to review healthcare-related information and plan of care. Students will also meet with the Director of Studies, Dean of Students, Director of Learning Skills (as needed), and their Advisor to create an academic/administrative plan for their re-entry.
5. Additional checks or timelines may be determined based on the success that the student has in their re-entry to the School.

**Darrow School Health Services
Medical Leave Request Form**

Student's Name: _____ Date of Request: _____

Requestor's Name & Signature: _____

Reason for Medical Leave Request (circle one): MENTAL HEALTH / GENERAL MEDICAL

Details to support the request: _____

Details of Health Services Review (i.e.: plan for medical leave, recommendations, etc)

Special Circumstances or Notes: _____

Decision of Health Services (circle one): APPROVED / NOT APPROVED

Signatures of Health Services:

School Counselor (for Mental Health Leave only): _____

Director of Health Services: _____

School Medical Provider (for Appeals only): _____

**THIS IS AN INTERNAL DOCUMENT RESTRICTED TO HEALTH SERVICES
PERSONNEL ONLY**

Darrow School Health Services
Application for Return from Medical Leave

Student's Name: _____ Date of Request: _____

Requestor's Name & Signature: _____

Reason for Medical Leave Request (circle one): MENTAL HEALTH / GENERAL MEDICAL

Details to support the request to return from medical leave (i.e.: successful completion of treatment program):

Health Service Review: _____

Decision of Health Services (circle one): APPROVED / NOT APPROVED

School Counselor (for Mental Health Leave only): _____

Director of Health Services: _____

School Medical Provider (for Appeals only): _____

Decision of Academics (circle one): APPROVED / NOT APPROVED

Dean of Studies: _____

Decision of Student Services (circle one): APPROVED / NOT APPROVED

Dean of Students: _____