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## Medical Guidelines

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Bootham School Health Centre provides friendly, professional health care services to students at Bootham School. It presents a calming environment and a place of sanctuary. It offers GP services to full and weekly boarders, health care support, advice and signposting, as well as confidential counselling, to the whole School Community. Some of the Health Centre staff are responsible for delivering significant parts of the School's Personal, Social and Health Education programme.

The Health Centre operates according to professional guidelines and regulations which are outlined below.

### Health Information:

- The information requested on Operoo (online information tool), is necessary to assist the Bootham School Health Centre Team in providing the best possible health care for your child, should the need arise. During the school day, and for boarders during term time, the school is responsible in *loco parentis*, for the welfare of students. Therefore, it is essential that the Bootham School Health Centre team have access to important medical information, please complete the Health Questions fully on Operoo.
- All health information stored in the School Health Centre is governed by medical and nursing codes of practice. The professional code of practice of doctors, nurses and other health professionals places a duty on them not to disclose information about individual patients (students) without their consent, except in exceptional circumstances where there is concern for their, or others, safety.
- The duty of confidentiality owed to a person under 16 years of age is the same as that owed to any other person. However, a member of the Health Team must disclose information if he or she believes someone may be at risk of significant harm.
- The information related to health shared on Operoo is regarded as confidential. Where health issues could affect a student's day-to-day living/schoolwork, relevant non-health staff members may need to be informed. Parents/guardians are invited to give their written consent to facilitate appropriate information sharing.
- Should health issues arise later in a student's school life that require close co-operation between health and pastoral/teaching staff, consent will be sought at the time before any information is disclosed, again with the usual caveats.
- If parents/guardians feel uncomfortable inputting particular health information on Operoo or would like to discuss/share any health-related matters further in confidence, the Health Centre can be contacted directly by email: [health.centre@boothamschool.com](mailto:health.centre@boothamschool.com) or by telephone: 01904 683768.

### Visits to the Health Centre:

- Health Centre surgery opening times, (term time only):  
08:00 – 18:00 Monday to Friday  
08:00 –14:00 Saturday  
Students are encouraged to attend out of lesson time; (detailed opening times are indicated outside the HC).  
GP surgeries for boarders are:  
Tuesday 15:30–17:00
- If a student becomes ill during the school day, they must report to the School Health Centre, first informing the teacher before leaving their lesson/activity.

- If a student is not well enough to continue at school, the Health Centre team will inform the student's parent/guardian. Students must **not** arrange collection by parents/guardians in the case of illness, without first consulting the health centre staff. Reception will be notified by the Health Team when a student is to be sent home on health grounds. These measures are necessary for the safeguarding of the student.

#### Day/Part-Weekly Boarding Students:

- Day students should be registered with their local GP.
- If a day or flexi boarder is ill or has an accident, every effort will be made to contact the parents. Initial treatment is administered by the Health Centre team, who will liaise with the parents/guardians and/or the family GP as appropriate.
- Following initial treatment should the student require additional medical assessments and/or treatment, parents or guardians are responsible for facilitating collection, transportation and follow-up care of the student following a request from the Health Centre team.
- In cases of emergency, students will be accompanied by a member of staff to access additional medical care. As soon as possible after this occurs, parents/guardians should meet the escorting staff member and take over responsibility for the student from them.
- If the student is a flexi boarder and is unwell whilst boarding they will be expected to return home to access the care of their own GP.

#### Weekly Boarding/Full Boarding Students:

##### GP Registration:

- To access services provided under the National Health Service (NHS), all full and weekly boarders must be registered with the School Doctor's NHS practice throughout their time at School. Please complete any supplied forms to enable the Health Centre team to organise registration. Students registered with an NHS UK doctor should provide their previous NHS Doctor's name and Practice/Surgery address on Operoo.
- During school holidays medical treatment can be obtained under the NHS as a "temporary resident" from your home-based family GP practice.

##### Medicals:

- To provide a baseline medical assessment, all full and weekly boarders need to have a medical examination undertaken by their family Doctor/GP before they start boarding at Bootham School. The report proforma can be found on the parent portal (accessed via the school website) under 'Joining Information'. The document is emailed out with the rest of the joining information.
- Any fee incurred is payable by parents/guardians.
- To provide a baseline dental/oral health assessment, full and weekly boarders must have a dental health assessment and submit a report before they begin boarding at Bootham School. The report proforma can be found on the parent portal (accessed via the school website) under 'Joining Information'. The document is emailed out with the rest of the joining information.
- It is recommended that all dental, optometric and other specialist health treatment be undertaken in the school holidays. Boarders may, however, have need of local medical, dental and optometric services during term time, Health Centre and Boarding teams may be called upon to help make the necessary arrangements. Emergency dental treatment can also be offered in York. Any fees incurred for routine and emergency dental and optometric care are payable by parents/guardians. For medical issues related to the eye, boarders will be referred to the school doctor in the first instance.

#### Consent to Treatment:

- If a student requires hospital treatment every effort will be made to obtain the prior consent of the parent or guardian. Should this be impossible in the time available, the Head/Deputy, Housemaster or Housemistress are authorised to give valid consent, *in loco parentis*, to such treatment (including anaesthetic or operation), as may be recommended by the attending medical staff. Parents should give consent to treat on Operoo.

#### Health information updates:

- Please inform the Bootham School Health Centre team promptly by **one** of the following ways if there is a change in the health condition/wellbeing of the student:
  - **Email:** [healthcentre@boothamschool.com](mailto:healthcentre@boothamschool.com)
  - **Phone:** Health Centre surgery phone 01904 683768
  - **Operoo:** Online tool which parents/guardians can update
  - **Post:** Bootham School Health Centre, Bootham School, York, YO30 7BU

#### Infection Control Measures; Return to school, quarantine, etc.

- If a student has an operation, accident, severe illness, or anything that may affect their school life, please inform the Health Centre team.
- Public Health England (PHE) advises that no child with diarrhoea and/or vomiting or flu-like illness should come into school until they have been free of symptoms for at least 48 hours. If in doubt, please seek advice from the School's Health Team via telephone on 01904 683768.
- If a student has an infectious illness during the school holidays, they must not return to school until they are well enough to do so and after the recommended period of ill-health school exclusion/quarantine has elapsed. Please refer to the PHE's guidance on infection control in schools and other childcare settings, via this link: <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>
- During term time, parents and guardians for day and flexi-boarding students should adhere to the PHE instructions regarding infectious conditions (please see link above), especially those concerning school exclusion, to mitigate the spread of infection.
- Students must not return to school until they are well enough to do so and with permission from the GP has been obtained.

#### Medication:

- The School Medical Officer has approved a limited list of non-prescription medicines to be given by the health centre staff providing that parents have given their written consent on the student's Health Questionnaire. Non-prescribed medicines are given according to agreed medical protocols for minor ailments such as headaches, stomach aches and nasal congestions.
- Parents/guardians of day and flexi boarding students who require prescribed medication but do not require it to be always available, should obtain this medication via their own GP and provide school with an adequate supply. Such medication should be given to the Health Team and will be stored in the Bootham School Health Centre.
- The Health Centre must be informed in writing with a completed Parental Medication Consent form (available from the Health Centre/on school website); what medication has been prescribed, with dose and frequency clearly indicated.
- Weekly and full boarding students requiring prescribed medication will have this arranged by the School Medical Officer and supplied by the Bootham School Health Team.
- Students with conditions which require them to have medicines available in their possession at all times, e.g. students with asthma, need to let the Health Team know in writing what medication they are on. We recommend that a reserve supply is kept in the Health Centre.
- **For student safety, students are not permitted to keep any medicines in their Boarding House without the knowledge and permission of the Bootham School Health Centre Team.**
- If a boarder returns to School while continuing a course of treatment started in the holidays, details of this treatment must be given in writing to the Health Centre staff. All medicines, must be declared and handed to the Health Centre Team on return.

#### Safeguarding:

- National Health Service (NHS) and Social Care professionals have a duty to share information in a confidential way, with the school's health/Safeguarding teams, if they have safety concerns relating to a Bootham student; e.g.: The School Health Team are notified of

students' significant emergency department attendances. The School also has a duty of care to share safeguarding concerns with relevant services as necessary.

#### School Trips / Visits:

- The school uses 'Operoo' for school trips. Some health information on Operoo will be accessible to relevant personnel who are involved with the trip, to ensure safety and ensure all health needs are covered. This personnel will only have access to this information for the purpose of the trip, their access will be removed once the trip had ended.
- Parents/guardians should ensure that all pertinent health information is fully disclosed on trip forms.

#### Special Medical Needs:

- The parents/guardians of all students attending the School who have a special medical need such as anaphylaxis, epilepsy or diabetes are required to complete a Health Care Plan (HCP), which is reviewed annually and updated as and when necessary. A copy of the HCP can be downloaded from the School website. The HCP will be shared with relevant school staff to ensure the student's individual health and safety needs are met. This is a requirement of the Office for Standards in Education, Children's Services and Skills (Ofsted).

#### Vaccinations:

- **Please provide a printed immunisation records from your own doctor when returning the completed student Health Questionnaire.**
- For the current UK NHS vaccination schedule for children, teens, adults and travel; please refer to the following website:  
<http://www.nhs.uk/Planners/vaccinations/Pages/Vaccinationchecklist.aspx>

#### Vaccinations (weekly/full boarding students):

- Students arriving from overseas must be fully immunised, as per the UK routine vaccination schedule.
- Please provide printed English Language immunisation records from your own Doctor when completing Operoo, as evidence of vaccination prior to arrival at school. UK Immigration Control is also likely to require this.
- If no date is given regarding an immunisation on the student's form, we will have to assume that the individual is not immunised.

#### Vaccination updates:

- For full and weekly boarding students, vaccinations against infectious disease may be required periodically and individual consent will be sought from parents/guardians as needed. Students aged 16 years or over can self-consent.

#### Tuberculosis (TB) vaccination:

- Students who have lived abroad in a high-risk tuberculosis (TB) area are likely to have been previously offered a BCG (Bacillus Calmette-Guérin) vaccine against TB. However, new overseas boarders from countries with high levels of TB per head of population will be offered, free of charge, TB screening and BCG vaccination, (the latter only to unvaccinated students), by the NHS TB screening service. Individual consent will be sought from parents/guardians as needed, (students aged 16 years or over are able to self-consent).
- UK students may not have had the BCG vaccine. This vaccine is not routinely included in the UK Childhood Vaccination Schedule. For further information please review the following web site:  
<http://www.nhs.uk/Conditions/Tuberculosis/Pages/Prevention.aspx>

#### Tetanus immunisation cover:

- It is extremely important that students have adequate tetanus cover in case of injury. For further information please review the following web site:  
<http://www.nhs.uk/chq/pages/1316.aspx?categoryid=67&subcategoryid=150>

#### Travel Vaccinations:

- For foreign travel, other vaccinations may be advisable. Examples include Hepatitis A and Typhoid (usually, available and free on the NHS); however, Hepatitis B, rabies, Japanese encephalitis, and other tropical disease vaccinations, will generally incur a charge from the administering Doctor's Practice. It is important to plan travel vaccinations early (at least 3 months before the trip).
- Full and weekly boarders, who require travel vaccines that are not available free on the NHS, will have to pay for this service via the School Doctor's NHS Practice Travel Clinic.
- An administration fee is payable to the School Doctor's NHS Practice for private prescriptions for antimalarial medicines for full or weekly boarding student registered with the Practice.
- For day and flexi boarding students, travel health advice and immunisations should be accessed via the student's family doctor/GP practice or appropriate travel clinic.