

## **MEDICAL GUIDELINES**

### **Weekly Boarding/Full Boarding Pupils**

Pupils should enclose their Medical Card with the completed Health Questionnaire and return these to the School Medical Officer/School Nurse Manager at least **two weeks** before the beginning of the school term in the envelope provided.

Boarding pupils, both full and weekly, are considered to be resident in the district in which the School is situated and are registered with the School Medical Officer. If treatment is required during the school holidays it can be obtained as a 'temporary resident' from the family doctor taking part in the National Health Service.

### **Immunisations**

Pupils arriving from overseas **must be fully immunised and show evidence of this on arrival at school (UK Immigration Control is also likely to require this)**.

### **Day/Flexi Boarding Pupils**

The completed Health Questionnaire should be sent to the School Medical Officer / School Nurse Manager at least **two weeks** before the beginning of the school term in the envelope provided.

Correspondence for the School Medical Officer/School Nurse Manager should be marked 'Confidential' and addressed to them at Bootham School.

### **Special Medical Needs**

The parents/guardians of all pupils attending the School who have a special medical need such as anaphylaxis, epilepsy or cerebral palsy etc., are required to complete and annually update a Health Care Plan (HCP), copies of which can be downloaded from the School website. The HCP will be shared with relevant school staff to ensure the pupil's individual needs are met.

### **Medication**

Parents/guardians of **day and flexi boarding pupils** who require prescribed medication, but do not require it to be available at all times, should obtain this via their own General Practitioner and provide school with an adequate supply, if applicable. Such medication should be given to the Health Team and will be stored in the Bootham School Health Centre. The Health Team must be informed **in writing** what medication has been prescribed, at what dose, and at what frequency.

Weekly and full boarding pupil requiring prescribed medication will have this arranged by the School Medical Officer and supplied by the Bootham School Health Team.

Pupils with conditions which require them to have medicines available at all times, e.g. pupils with asthma, need to let the Health Team know **in writing** what medication they are on, at what dose and at what frequency. A reserve supply should be kept in the Health Centre. Pupils are **not** allowed to keep medicines in the Boarding House without the knowledge of the Bootham School Health Centre Team.

Regarding over-the-counter medications, 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 enclosed health questionnaire. Non-prescribed medicines are given for minor ailments such as headaches, stomach-aches and nasal congestions; according to agreed protocols.