

TASIS



THE AMERICAN SCHOOL IN ENGLAND

TASIS England Administration of Medication and Medical Needs Policy 2020-2021

This Policy, which applies to the whole school including students, employees, boarding, and the Early Years, is publicly available on the School website and upon request a copy, (which can be made available in large print or other accessible format if required), may be obtained from the School Office.

Document Details

Information Sharing Category	Public Domain
TASIS Document Reference (Org, Doc, Version, date)	TASIS_ADMIN_MED_V3_0_01052019
Version	V5_0
Date Published	04 September 2020
Date Ratified by Head of School	04 September 2020
Review/Update Date	04 September 2021
Responsible Area	Health Center

Head of School	Chair of the Board	Executive Director of Finance and Operations/Bursar
Bryan Nixon	Fernando Gonzalez	Ann Underwood
Signed:	Signed:	Signed:

TASIS is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.

1. Monitoring and Review

This policy is subject to continuous monitoring, refinement and audit by the Executive Director of Finance and Operations/Bursar, who will seek to identify trends and understand issues of concern and to take steps to improve systems to manage these. The Board of Directors will undertake a full annual review of this policy and procedures, inclusive of its implementation and the efficiency with which the related duties have been discharged. This discussion will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the updated/reviewed policy which will be made available to them in either a hard copy or electronically. In addition, the School Nurse will review half-terminally the procedures for the management of specific medical conditions and responding to specific types of medical incidents, in line with National Health Service Guidelines.

This policy will next be reviewed no later than October 2021 or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements, or best practice guidelines so require

All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal school hours including activities away from school.

2. Policy Statement

This policy is to ensure that all students at the School have safe access to any medication they require to meet their medical needs in order that they can access the school curriculum. This is in line with "Supporting Students at School with Medical Conditions" published by the Department of Health and Department for Education and Employment (www.education.gov.uk). Most students will at some time have a medical condition that may affect their participation in school activities. For many this will be a short-term illness requiring a short course of medication. Other students have medical conditions that, if not responsibly managed, could limit their access to the curriculum. Such students are regarded as having **medical needs**. Most children with medical needs are able to fully participate in the curriculum with some support from the medical staff. School staff may need to take extra care in supervising some activities to make sure that these students and others are not put at risk. The medical staff will prepare individual health care plans for all students with medical needs. This will help identify the necessary safety measures to support the student and ensure that they and others will not be put at risk. A copy is held in the Staff shared folder on the School intranet.

3. Definition of Medical Conditions

Students' medical needs may be broadly summarised as being two types:

- Short-term, affecting their participation in the School's activities because they are on a course of medication, for example, to finish a course of antibiotics/apply lotion etc.; and
- Long-term, potentially limiting their access to education and requiring extra care and support (deemed special medical needs) e.g. a propensity for anaphylaxis, asthma, epilepsy. It is important that the School is made aware of any medical condition prior to students starting School or when a student develops a condition so that Health Care Plans (HCPs) can be set up and must involve parent/carers and relevant health professionals.

3.1. Students with particular medical conditions such as; life threatening allergies, anaphylaxis, asthma, epilepsy or diabetes will be identified, and personal arrangements will be made to support the needs of those individuals whilst maintaining confidentiality so far as is reasonable. Students are encouraged to take control of their condition and to feel confident in the support they receive from the School to help them do this. Parents of Students with medical conditions should feel secure in the care their sons or daughters receive at this School as the School ensures all staff understand their duty of care to students and young people in the event of an emergency and are confident in knowing what to do in an emergency.

4. Medications

Medical Profile: An individual, comprehensive and up to date medical history containing the following details is documented for each student:

- The student's name and date of birth. A photograph will accompany this.
- Details of any known sensitivity to medicines, e.g. to penicillin, aspirin.
- Any information on allergies, such as topical lotions, soaps, foods and other allergens that trigger conditions such as asthma, hay fever.

4.1. All medical visits are logged on the school online medical system, which is securely kept and allows nursing staff to see the students' pictures, medical details, allergies and medical history. This also allows for attendance to also be tracked.

5. Storage of Medications

- All medicines throughout the school must be stored in locked receptacles.
- At the Health Center all medication is safely, and securely stored and proper records are kept of administration.
- Students who are over **sixteen years of age** and have completed a risk assessment and been given permission to self-administer "over the counter" and/or regular medications may retain custody of their medications if the nursing staff agree, providing that there is an accompanying English product information sheet and/or translated English doctors letter and that they are stored in the lock boxes provided. The student must also adhere to the conditions stated on the risk assessment form. It is also required that the size of boxes of medication conform to the British Pharmacology Guidelines, e.g. maximum size box for Paracetamol 500mg is 16 tablets/capsules

5.1. If a student is prescribed a controlled drug, unless otherwise agreed as part of an IHCP, it will be kept in safe custody in a locked, non-portable container and only named staff and the student will have access. A record of any doses used, and the amount of the controlled drug held at the School will be maintained. Those students who are permitted to possess a controlled drug will be advised that it is an offence to pass the drug to any other person for use.

6. Registrations of regular medications taken by students

All medications taken either on a regular basis or as needed is documented Our medication policy states that students must register **ALL MEDICATIONS including supplements** to be approved by the Health Center. They must have **English Information Sheets and/or accompanying doctor's letter in English and the medication name, dose, route and frequency be identifiable**. In many countries the laws governing drugs are different. For example, antibiotics are available without prescription in many European and Arabic countries. It is at the nurse's discretion as to whether provided medications will remain with the student or be stored at the Health Center. Medications are approved only when the student has demonstrated a full knowledge of the drug's usage, dosage and possible side effects. Only medications listed on the risk assessment form and signed by both the student and the nurse are permitted.

6.1. When students have a **chronic medical condition** and have a regular medication regime that has been established before coming to school, the student will be allowed to self-medicate providing that they adhere to their regime and that they store their medications in the approved way. Their condition should be regularly monitored, and medication effectiveness evaluated. The medical conditions included as "chronic" are asthma, epilepsy, hay fever, diabetes, irritable bowel syndrome, diagnosed migraine, eczema and acne. There are several exemptions to this policy, and they refer to those students taking **controlled medications**.

7. If a student wishes to bring medication from overseas

Any student bringing medication from overseas, should be accompanied by the original doctor's prescription and a follow up letter from the parent giving permission for their child to take this in the UK. Most importantly, the drug must be licensed in the UK, if not, a UK equivalent should be sourced which must be verified by a UK doctor. Any medicines from overseas must be brought into the UK in their original packaging.

8. Students' Controlled Medications

A controlled medications form should be completed for any prescribed controlled drugs or there must be a doctor's letter in full detailing diagnosis, medications, frequency, dose, route and when to administer. The name and Address of the prescribing physician must appear on the Students' Controlled Medications form. Medications within this category include antidepressants and amphetamine-based drugs as used in the treatment of Attention Deficit / Hyperactivity Disorder (ADHD). Controlled drugs remain in the Health Center and are administered by the nurses as prescribed. These medications are stored in the Controlled Drug Cupboard [this is a locked cupboard which is located within another locked cupboard]. When administering, two members of staff, who have received training in 'Over the counter medicine training' must witness and also sign in the "Controlled Drug Register" to record the dosage, time and other details necessary, such as how much of this drug remains. In the instance that any controlled medication must be chilled, this will be locked in the medical fridge. Administrations of these drugs are recorded in the "Controlled Drugs Register". If there is any doubt about the nature of the medication, the school's doctor is consulted about the appropriate action to take. There should be a clear identifying label on the box/bottle as with all medications, detailing the students' name, medication name, dosage, Lot number and expiry date.

8.1. The Misuse of Drugs Regulations 2001 has a full list of controlled medicines, see:

<http://www.legislation.gov.uk/ukxi/2001/3998/schedule/1/made>

9. 'Over the Counter' medication (household remedies)

Over the counter medication will be dispensed to students by the school nurses by giving an initial dose and further appropriate doses on consultation at the Health Center during the Health Center's office hours. Boarding students **over 16 years of age** may have further doses to take in their dormitory as long as they are provided in the manufacturers packaging and show clear directions of how to appropriately take the medication. The student has to demonstrate their understanding of the medication and how it should be administered before being allowed to have them in their dormitory. **A Risk Assessment and Consent Form** must be completed (Appendix 3). For students **under 16 years of age** medications are administered by the nurse on duty. It is at the nurse's discretion whether a student under 16 years can self-medicate and this will be judged on a case by case basis whether the student is competent to do so.

9.1. Any day students under 16 years of age that, upon assessment by the nursing staff it is deemed that medication would be beneficial, will have their parent's telephoned notifying them of the students' condition and asking for permission to administer medication. All parents at the beginning of the school year sign medical consent; so in emergency situations, medication, first aid and lifesaving treatment can be administered. Day students over 16 years of age that are deemed competent can consent to medications under the guidance of nursing staff.

10. Arrangements for Administering Medications by Dormitory Residents and other School Faculty Members

The practice and procedures outlined should be adhered to:

- Check written instructions received by the school and confirm with details on the medicine container.
- Check for any student allergies, have they taken any medications today?
- Check the prescribed dosage.
- Check the expiry date of the medicine [Note it may be helpful to remind parents if the expiry date is approaching], check timing and frequency details and check record of last dosage given [to avoid double dosage].
- Measure out the prescribed dose; check the student's name on the medicine again.
- Complete written record of dosage given, including date, time and signature.

10.1. Staff involved with the administration of medicines should be alert to any excessive requests for medication by students or by parents on their behalf. In any cases of doubt, advice may be obtained from the school's Health Center.

11. Faculty/Staff Medications and Medical Conditions

Any member of TESIS England faculty/staff that takes regular medications requiring administration during the school day must take individual responsibility to keep these medications secure and away from students. If a member of staff has any concerns about their medication, they must seek advice from the school nursing team in the Health Center. If the medication or the medical condition is likely to affect the faculty/staff members ability to fulfill their job role, the staff member should not come to school and must seek guidance from their doctor. It is recommended that any faculty/staff member undergoing invasive medical treatment such as chemotherapy notify the nursing team for support and guidance. If a member of staff becomes pregnant during the course of her employment at TESIS England it is suggested that they inform the nursing team, so they can be supported in the workplace and notified of any health concerns around the school that could affect them or their unborn child.

12. Self-medication, Gillick-Competence and Fraser Guideline

The School recognises that students should be allowed to carry their own medicines and relevant devices (such as inhalers), wherever possible or should be able to access their medicines for self-medication quickly and easily. Following consultation between the School, parents and the student, a student will be permitted to store and carry their own medication if, in the opinion of the School Nurse, they are sufficiently competent to do so. Where necessary, this will be reflected in a student's Individual Health Care Plan (IHCP). The School will consider the safety of other children and medical advice from the prescriber in respect of the student in reaching this decision.

12.1. Students will be made aware the medication is strictly for their own personal use and it should not be passed to any other students under any circumstances and to do so is a breach of school rules. Gillick competency and Fraser guidelines help us to balance children's rights and wishes with our responsibility to keep children safe from harm. Gillick competency and Fraser Guidelines refer to a legal case which looked specifically at whether doctors should be able to give contraceptive advice or treatment to under 16-years old without parental consent. But since then, they have been more widely used to help assess whether a child has the maturity to make their own decisions and understand the implications of those decisions. The nurses at TESIS England form this type of assessment when risk assessing students to keep and administer medications or to consent to treatment.

Please note that forms, including a request for self-medication, concerning a student's medical needs, are available from the Health Centre. Relevant Forms are also made available to parents when applying for admission of a student to TESIS England.