

# TASIS



THE AMERICAN SCHOOL IN ENGLAND

## TASIS England Health Center Policy 2020-2021

This Policy, which applies to the whole school including 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

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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.

## 1. Introduction

The Aims are:

- to promote the health and welfare of all the students, as well as providing first aid to children, staff and visitors, as necessary. To work with the house staff and academic staff, to ensure that the students are cared for medically and pastorally.
- to help to teach the students how to take care of their own general health and well-being when they leave TASIS, and how to use the National Health Service.
- to be involved both formally and informally with the Health Education program.
- to keep parents, house staff and the Head of School informed of a student's medical well-being within the context of the school doctors' and nurses' professional code of conduct.

### 1.1. Well-being is defined in the Children Act 2004 as:

- Physical and mental health and emotional well-being
- Protection from harm and neglect
- Education, training and recreation
- The contribution made by them to society
- Social and economic well-being

TASIS The American School in England has appropriate procedures for the care of students who are unwell. We ensure that the physical, mental health and emotional wellbeing of our students and boarding students is always promoted. These include first aid, care of those with chronic conditions and disabilities, dealing with medical emergencies and the use of household remedies. The following faculty/staff are available to support students in medical and pastoral matters:

- Nurses who are compliant with NMC regulations
- Director of Boarding
- House Parents
- First aiders
- Designated Safeguarding Leads
- Head of School
- Counsellors

Nurses in general in the UK have training in life support, including paediatric life support, but not first aid, adult or pediatric. First aid training is not normally considered necessary, because most nurses work in medical settings. The exception of course is nurses in other settings, including school nurses. Nurses at TASIS are first aid trained.

## 2. 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.

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.

### **3. COVID -19**

Please Refer to the Management of General Health and of (Suspected) Cases of COVID-19 Procedure along with our risk assessments. Please note that this policy is subject to adaptation under Covid-19 measures, where government guidance is applicable to the situation and there is a risk to staff or students. At all times, the safety of students and staff is paramount. Details will be issued in line with the current situation as it changes. In the event of a student falling ill with symptoms of the virus, isolation accommodation will be provided outside the Health Centre for boarders, and day students will be isolated until collected. PPE will be provided for those caring for students with Covid-19 symptoms. Clinics will be run by appointment only, with no more than two students in the Medical Centre at any one time, to allow for social distancing.

### **4. Start of School Documentation and Procedure**

At the opening of school, on Admissions Day, the nurses will be available wherever registration is being held, so that they can consult with every boarding student who is registering. During this time, it is vital that all students disclose specific medical conditions, drug or food allergies and special dietary requirements.

- 4.1. A TASIS Medical Form. should be completed for all students (new and returning boarders and day students) by parents/guardians prior to the beginning of school. This is included in the enrolment and re-enrolment application. An email should be sent to the Health Center team should there be any changes to health and vaccination status throughout the year. This also includes parents/guardians making sure that their emergency contact details remain updated.

### **5. Immunizations**

Any immunizations that students have received should be documented on the medical form. According to British school health guidelines, all students are recommended to ensure they are up-to-date with their immunizations before arriving at school in the UK (for up-to-date immunization information, please refer to the UK Government website: UK Vaccination Schedule) <https://vk.ovg.ox.ac.uk/vk/uk-schedule>. The TASIS nurse team liaises with The Surrey Immunization Team who provide vaccine clinics on campus.

### **6. Registration with NHS**

All boarding students should complete a “Family doctor services registration form” to register with the local GP surgery (Grove Medical Centre). Following this they can avail themselves of our GP clinic on campus Monday and Thursday each week. Boarders have access to local medical, dental, optometric and other specialist services. Where possible, routine dental, optician, and orthodontic treatment, should be given in the holidays in order to avoid unnecessary loss of teaching time. When necessary, the medical staff will organise these. Routine and emergency treatments off-site will be appropriately escorted. If a student comes to a member of house staff with an appointment letter, this should be passed on to the duty nurse.

### **7. Health Centre**

Students have access to the Nurse who is based at the Health Centre on weekdays between 07.30 and 19.30, Saturday 09:00-13:30 and Sunday 10:00-13:00. Outside of those times, the nurse will be available for emergencies on 07774 197082 or 2353 ext. Boarding staff, all of whom are First Aid trained, will care for students within the dorms and should liaise with the nurse accordingly.

### **8. Administration of Medicines**

Please refer to the Administration of Medicines policy.

## **9. Medical records**

The Health Centre will undertake the compiling of confidential medical information, which will include:

- known medical conditions; action to be taken in case of emergency; medications taken; drug, food and environmental allergies; sport / activity restrictions;
- records of allergies with disseminate information disseminated as is necessary.

This confidential information will be distributed to (as required): -

- The Head of School; Heads of Lower, Middle and Uppers School and the Upper School Dean of Student Life.
- Director of Boarding; House Parents; Duty Administrators; Sports and Activities Director and managers.
- Student Advisors; Boarding House Residents; Catering and Teachers as needed.

9.1. Medical information is also provided for Field Trips and for travel and away sports activities on a need to know basis. A health risk assessment will also be completed if necessary.

9.2. Contemporaneous records are made and logged on our online system of every medical encounter with students by the Nurse on duty.

## **10. Administration of Non-Prescription and Prescription Medication**

Please refer to Administering of Medicines Policy.

## **11. Health Advice inclusive of the Health Centre wider contribution to TASIS activities**

The Health Centre team participates in the relevant aspects of the TASIS England Personal Social Health Economic Education (PSHEE) programme. Nurses at the Health Centre, the local GP, House Parents, PSHEE and PE subject staff give advice on health education and promotion, including but not exclusively:

- alcohol;
- smoking;
- drug abuse;
- sexual health; and
- exercise.

11.1. Students remaining in the UK are told how to re-register after they leave the School. The nursing staff inform staff or invite specialists in to talk about relevant medical conditions in the classroom and the house, as the need arises.

## **12. Admission to the Health Centre**

The rooms at the Health Centre are primarily used for the treatment of boarding students requiring medical supervision and care throughout the day and night. For their own safety, boarding students are not permitted to rest in their boarding houses during the school day for medical reasons unless in exceptional circumstances approved by the nurses on duty and the Director of Boarding, such as shortage of beds in the Health Centre. This is because Resident House Parents are not in their boarding houses during the academic day. If available, rooms can be used for day students for short periods of time to rest or to stay until collected by parents/guardians.

12.1. The criteria for boarding students' admission to the Health Centre are as follows:

- Vomiting, diarrhea
- Diabetics that are unwell
- Known asthmatics that present with respiratory problems
- Students presenting with moderate to severe respiratory problems (e.g. pneumonia), extreme flu cases
- Temperatures above 37.8C
- Diagnosed or suspected contagious diseases
- Migraine, headaches and head Injuries
- Mental health issues or any student at risk of self-harm
- Sudden onset of acute pain
- Pain control after a painful injury
- Orthopedic injuries that restrict mobility
- Doctors request that a student rests
- Recovering from surgery
- Any circumstance that a nurse deems necessary

12.2. Attendance will be notified if any student requires to stay at the Health Centre and parents will be updated by nurses if required.

### 13. Injury of Students

If a student is in need of First Aid assistance, it should be promptly and appropriately provided. Student safety must be considered a priority at all times with accident prevention being practiced and encouraged by both students and faculty. A list of student medical conditions should be available to the P.E. and Sports Activities department. This list highlights any medically recommended sports restrictions for the students. The Nurse on duty should be called for assistance and to evaluate the severity of the accident.

### 14. If the injury is deemed life threatening call 999

After making an evaluation, ensuring the safety of the student and carrying out appropriate first aid measures, the nurse will either:

- Transport student to the Health Centre for further care;
- Transport student to St. Peter's Hospital's Accident and Emergency Department;
- Call an Emergency Ambulance.

14.1. In the event of any accidents, parents/guardians will be informed by telephone, if parents are not readily available, the nurse will delegate another member of staff to contact the student's registered emergency numbers.

14.2. In addition, any incident, accident or near miss (to students or adults) must be logged by using the School's online Incident, Accident and Near Miss Report Form on the MyTasis (LMS) portal. This should be completed by a witness to the incident or other competent person. The nurse dealing with the person involved in the incident, accident or near miss will enquire if the form has been completed, which will generally be the case, but will complete the form themselves, if not.

14.3. All relevant staff must be first aid trained and competent at performing basic life support - **see First Aid Policy. Refer to Head Injury Policy for sports injuries and possible head injuries.**

## 15. Consent

In **EXTREME EMERGENCIES** the student medical consent contains the parents/guardians' consent for the school nurse or Head of School to consent to emergency treatment. The nurse/Head of School will consent only after **ALL** efforts have been made to contact the student's parents/guardians or designated emergency contact.

*It should be noted that the designated emergency contact does not automatically have the power to consent to the student's treatment. This permission should be specifically identified in writing by the parents/guardians and registered in the student's file in the Health Center.*

## 16. Reporting Injuries

All accidents should be recorded using the online Incident, Accident and Near miss Report Form. Certain injuries and diseases are reportable to:

- **RIDDOR** (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) which can be done directly online.

## 17. First Aid

First Aid Kits will be supplied and conform to the National Health and Safety Standards and first aid will be given on site to anyone who needs it. Where staff, parents or visitors are concerned, no medication can be given, as a medical history is not available. In case of an accident, First Aid is always on hand. There is a list of first aiders appended to the First Aid Policy and at various locations around the campus.

## 18. Location of First Aid Kits:

- Each Boarding House under the supervision of the House Parent.
- Lower and Middle Schools Secretary offices, Upper School Faculty Room, Reception.
- Science Laboratories, Art Department, Theatre, Upper School Library.
- Gym (Sports Injury Kits are maintained by the Sports Department).
- School Vans (maintained by Sports Department), Maintenance Department, Security.
- Kitchens (Maintained by Catering Contractor).

18.1. Each boarding house first aid box contains a small stock of home remedy medicines - these require consultation with the nurse on duty should these medicines need to be dispensed. A medication log sheet should be completed when these medicines are given to any student.

## 19. Location of Defibrillators

- Upper school dining hall
- Groundmen's Shed
- Orchard
- Health Centre
- Gym
- Sports Hall Entrance
- Teen Hollow

19.1. EpiPens are located around the campus - these and the defibrillators are checked monthly by the Nurse team and replenished as required. These checks are recorded and filed.

## 20. Mental Health

TASIS England takes its responsibilities towards students that may be experiencing mental health difficulties seriously. We provide support wherever possible in house and have excellent links with outside agencies such as Therapists, Psychiatrists and the NHS. We have dedicated nurses, school counsellors and a safeguarding team that can meet with and support students throughout their TASIS England journey, working together to provide the best support and outcome for students that may be experiencing difficulties, both short and long term. We operate an 'open door' policy to encourage students to seek help themselves and for staff to refer to any concerns so they are dealt with quickly and appropriately. Sometimes students may require more in-depth help and support and we are in a position to refer these students to external professionals that are experienced and skilled in dealing with TASIS students. We will work closely with these professionals to maintain the student's safety within school and adhere to any advice and guidance we are given, as we understand this is in the student's best interests. The School also has trained Mental Health First Aiders in the Boarding Programme and in the Health Centre. We want to make sure our students are happy, healthy and thrive and understand we all need a little help from time to time with the busy and stressful lives we have today. Each student will have a personalised health care plan and risk assessment, if applicable, that will be updated on a regular basis pertinent to the student's needs and requirements. ***Please refer to the TASIS Mental Health Policy.***

## 21. Students with Specific Medical/Chronic Conditions

Students who suffer from chronic medical conditions may require urgent action on campus to prevent a life-threatening situation from developing. These students should be identified with a clear and concise action plan should an emergency arise. All staff should be able to recognize the onset of the condition and take appropriate action. The Nurse on duty must be informed if an incident takes place.

- 21.1. The Health Center is responsible for ensuring inhalers, EpiPen's, and diabetic pens are available during school breaks and off-site activities. With the exception of this instruction students are not permitted to carry medicines. All medicines brought to school must be handed to the Health Center. Students who suffer from specific/chronic conditions such as diabetes, asthma, epilepsy, anaphylaxis, ADHD and special medical needs should have a health care plan and risk assessment completed by the Nurses at the Health Centre. Medication should be documented clearly and always carried with the student in the case of an emergency. Parents/Guardians are responsible for updating the Nurses at the Health Centre in relation to any changes or updates in their child's condition. For more severe conditions it is important to establish an Individual Treatment Plan in consultation with the parents/guardians and/or the school's doctor/health care professional involved in the diagnosis. There should be regular reviews of the Individual Treatment Plan to allow for changing health needs of the student concerned.

## 22. Lone Worker

Refer to Lone Worker Policy.

## 23. Confidentiality

Refer to the Confidentiality Policy.

## 24. Safeguarding

Refer to the Safeguarding (Child protection) Policy.

## 25. Unacceptable practice

Staff should use their discretion and training with regards to each individual student's medical needs, by reference to their Individual Health Care Plan (IHCP). However, staff should be aware that the following practices are generally unacceptable:

- preventing access to medication and relevant devices (such as inhalers), where this is reasonably required;
- assuming that all students with the same conditions require the same treatment;

- frequently sending students with medical conditions home or preventing them from taking part in normal school activities, unless this is provided for in their IHCP or by their medical advisors;
- penalising students for their attendance record, if their absences are related to their medical condition (e.g. hospital appointments);
- preventing students from drinking, eating or taking toilet or other breaks when required to enable them to manage their medical condition effectively;
- requiring parents, or otherwise making them feel obliged, to attend the School to administer medication or otherwise provide medical support to a relevant student during the school day;
- preventing students from participating in, or creating unnecessary barriers to a student participating in, all aspects of TESIS England life.

**All policies are available at TESIS website <https://www.tasisengland.org/policies>**