



TASIS England Administration of Medication Policy 2019-2020

The current version of any policy, procedure, protocol or guideline is the version held on the TASIS website. It is the responsibility of all staff to ensure that they are following the current version.

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THE AMERICAN SCHOOL IN ENGLAND

Inclusive of Administration of Medication For all TASIS England Students and Employees

This policy applies to the whole school including boarding and the Early Years Foundation Stage (EYFS)

This Policy is publicly available on the School's website and upon request a copy (which can be made available in large print or other accessible formats if required) may be obtained from the Health Center. 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.

Monitoring and Review: This policy is subject to monitoring, refinement and audit the Health Center Manager and Designated Safeguarding Lead (DSL). Stella Potgieter is the Head Nurse. 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. The Proprietor recognises the expertise staff build by undertaking training and managing the Health Center and first aid. As such, staff can contribute to and shape this policy and its appendices policy. 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.

Policy Statement: The School will undertake to ensure compliance with all the relevant legislation with regard to the provision of the medication and its administration to our students. We will ensure that procedures are in place to meet that responsibility. This policy should be read in conjunction with the TASIS England Health and Safety policy, the TASIS England Health Centre Policy and our policy on Safeguarding Children Child Protection.

Medications

Medical Profile: An individual, comprehensive and up to date medical history should be documented for each student. The document should contain the following details: -

- Students' 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.

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

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 are happy, 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, i.e., Maximum size box for Paracetamol 500mg is 16 tablets/capsules.

Registrations of regular medications taken by students: All medications taken either on a regular basis or as needed should be 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 doctors letter in English and the medication name, dose, route and frequency be identifiable**. In many countries the laws governing drugs vary, 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.

Administering Medications: School staff when administering medications should follow the following standard practice. They must:

- 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, Check record of last dosage given [to avoid double dosage],
- Measure out the prescribed dose, check the students' name on the medicine again.
- Complete documentation of dosage given, including date, time and signature

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**.

If a child wishes to bring medication from overseas: Any child 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 UK equivalent should be sourced which must be verified by UK doctor. Any medicines from overseas must be brought into the UK in their original packaging.

Students' Controlled Medications: A controlled medications form should be completed for any prescribed controlled drugs or have a doctors letter in full detailing diagnosis, medications, frequency, dose, route and when to administer. The name and Address of Prescribing physician must appear on the Students' Controlled Medications form. Medications within this category include anti-depressants, 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]. 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. The Misuse of Drugs Regulations 2001 has a full list of controlled medicines, see: <http://www.legislation.gov.uk/uk/si/2001/3998/schedule/1/made>

'Over the Counter' medication (household remedies) 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.

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 life saving 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.

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; check record of last dosage given [to avoid double dosage].
- Measure out the prescribed dose; check the students' name on the medicine again.
- Complete written record of dosage given, including date, time and signature.

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.

Faculty/Staff Medications and Medical Conditions: Any member of TASIS 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 female member of staff becomes pregnant during the course of her employment at TASIS 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.

Gillick-competence and Fraser Guidelines

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 TASIS form this type of assessment when risk assessing students to keep and administer medications or to consent to treatment.



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Risk Assessment for Self-Administration of Medication

Action	YES/NO	Comments
Has self-administration been explained?		
Will the student want to/be able to obtain own supplies?		
Does the student understand the requirement to store the medicines safely?		
Is there a suitable facility to local the medication away?		Location:
Can the student access the storage facility?		
Does the student understand what their medication is for and how it should be taken?		
Can the student demonstrate an understanding of: The name of the medicine The purpose of the medicine Dose and frequency		
Does the student know what the likely side effects are of the medication and how to inform staff if they feel unwell?		
Has the student been advised to inform the staff if they take the medicine incorrectly?		
Can the student read and understand the label?		
Can the student access the container and handle the medicine/measure the dose?		
Does the student understand the passage of time and have access to a clock or watch?		
Is the health and medical condition of student appropriate for the self-medication?		
Is the student likely to self-harm or abuse with the medication?		
Is the student happy to be monitored and reviewed?		

I would like to start self-administering all/some of my own medication and have received an initial risk assessment and guidelines of what I need to do.

Drug Name	Dose	Frequency	For how many days?	Amount of medication provided

I agree to:

- Keep my medication inside the locked cupboard and keep the key safe
- Take the medication as directed and not take more than I should
- Tell the senior member of staff on duty/house parent/nurse I have made a mistake or if another student tries to take my medicine
- Let the Health Center monitor my progress

Self-Medication Approved: **YES / NO**

Nurse Signature:

Date:

Student

Date:

A full risk assessment for self-administration of medication accompanies this. This is available to view from the Health Center.

APPENDIX 2- STUDENTS CONTROLLED MEDICATIONS FORM TESIS STUDENT CONTROLLED MEDICATIONS FORM

NOTE: This form is only required for students receiving a course of controlled medications if an inclusive doctors' letter has not been provided containing this information. Controlled medications such as those used in the treatment of ADD/ADHD, depression, etc., are dispensed daily by the Nurses in the School Health Center and/or designated TESIS staff members in the event of trips or the nurse being unavailable. **For Boarding Students, these medications are unable to be re-prescribed by the School Medical Officer without a report from the original prescribing doctor. Boarding students are not permitted to keep these medications in their dormitories.**

Students' Name: _____

MEDICATION 1: Grade: __

Medical condition, which requires this medication: _____

Name of prescribed medication: _____

Medication dose: _____ Time each day: _____

Name of prescribing Physician: (please print) _____

Physician's address: _____

Telephone No: (00) _____ Fax: (00) _____

E-Mail (please print clearly): _____

MEDICATION 2

Medical condition, which requires this medication: _____

Name of prescribed medication: _____

Medication dose: _____ Time each day: _____

Name of prescribing Physician (please print): _____

Physician's address: _____

Telephone No: (00) _____ Fax: (00) _____

E-Mail (please print clearly): _____

APPENDIX 3- REGULAR MEDICATIONS FORM

Form for Regular Medications

Name of Student:	
Date of Birth:	
Grade:	
Boarding/Day Student:	
Reason for Medication:	
Type of Medication:	
Medication Name:	
Medication Dose:	
Medication Route:	
Frequency of Medication:	
Times of Day to be administered:	
Date Medication Prescribed (if known)	
How long is Medication Course:	
Prescribed by DOCTOR:	
Side Effects of Medication:	

I am happy for TASIS Nurse's to administer the medication as detailed above.

Signed by Parent/Guardian: Date:

Date/Time	Medication	Dose	Route	Signed

APPENDIX 4- Parental Consent for Prescribed Medication

Name of Student:	
Date of Birth:	
Grade:	
Boarding/Day Student:	
Reason for Medication:	
Type of Medication:	
Medication Name:	
Medication Dose:	
Medication Route:	
Frequency of Medication:	
Times of Day to be administered:	
Date Medication Prescribed (if known)	
How long is Medication Course:	
Prescribed by DOCTOR:	
Side Effects of Medication:	