

# HEALTH AND MEDICATION POLICY

## SECTION 1 – OVERVIEW & POLICY

Bosworth Independent College recognises that a detailed medical history may not be available for all overseas students. Prior to admission all parents are required to complete a medical history form, a copy of which is passed to the Nurse for assessment with regard to any pre-existing medical conditions. During the induction process all new arrivals are seen by the Nurse to clarify medical history and check any non-prescription medication the student has brought with them, (though we insist that no “over the counter” medicines are brought in any case). A self-medication form will be filled in and signed by each student, countersigned by the Nurse, allowing students to take responsibility for their medication where applicable.

The College recognises its responsibility towards keeping students healthy and looking after them when they are ill. All boarding students are registered with the local GP practice. Appointments can be made directly or via the College Nurse. If a student wishes, an adult or older student/friend will accompany them to their appointment.

Information concerning medical conditions is kept in the student’s health file and relevant staff (including Boarding staff) are informed on a need-to-know basis. Confidential medical information is kept by the Nurse. The Nurse will update relevant staff in a timely manner as new issues become apparent.

In cases of emergency, students will be treated by the local hospital A & E department. Parents or guardians of local students will be contacted and expected to take responsibility after the initial contacts with the hospital have been made. Students of compulsory school age will normally be accompanied by a member of staff; older students will be accompanied if they wish or if there are particular concerns or where language is an issue.

## STUDENTS ON LONG-TERM (ROUTINE) MEDICATION

We do not permit students to bring medication with them to Bosworth unless they require it for a long term/ongoing medical condition. If this is the case **DOCUMENTATION (SIGNED BY A DOCTOR) NEEDS TO BE SENT PRIOR TO ARRIVAL OR BROUGHT TO SHOW THE NURSE DURING THE INDUCTION INTERVIEW**

- At the medical review interview on entry to Bosworth, the existing medical condition and drug therapy are discussed. This enables the Nurse to assess the individual student’s ability to self-manage their medication.
- Any student of 16 years of age or below who is identified as being at risk of failing to manage medication, provision is reviewed as a matter of urgency.
- Students will be assessed by the college Nurse to check competency/understanding of medication safely as prescribed. This will be documented on a (i) *self-medication form*, kept on file by the Nurse and relevant information passed to Houseparents via (ii) *Student record form for prescribed medication*. The Nurse will assess if medication can be self-administered and securely stored or kept locked in the red cabinet and administered by staff (these forms are located in a green file in each Boarding House).
- Drug name, dose and frequency of prescribed medication will also be recorded in student’s medical notes.
- Should a student be permitted to store and self-administer they should understand that medications must be kept securely in the personal safe provided in the boarding accommodation (reinforced by College Nurse and Houseparents).
- Medication should not be kept by the student if the Nurse decides they are not capable (perhaps due to poor English/understanding or other reasons which she will specify based on each individual case). In this situation medication will be stored in a red lockable cabinet located in each Boarding House office and administered by Boarding staff (documented by Nurse and Boarding House on (ii) *The student form for prescribed medication* ) This form will be kept in a green file within each Boarding House for reference.
- Students are registered with a local GP practice and the procedure for obtaining repeat prescriptions is discussed with them at the medical review interview.

## **STUDENTS PRESCRIBED SHORT-TERM MEDICATION**

These instances may include prescriptions given following a healthcare professional's appointment e.g. antibiotics.

- Students who attend appointments made via the College Nurse are requested to attend for follow up with her.
- The follow up appointment is to review any treatment given and to ensure that the student comprehends the full dispensing instructions, the medication course completion and any potential side-effects.
- Safe storage of these medicines is also discussed. The Nurse may decide that medication should be stored in the Boarding House red cabinet, administered and documented by Boarding staff on (ii) *The student form for prescribed medication* (to be kept in a green file within each Boarding House) Any prescribed medication issue is recorded in the yellow book located in every red cabinet.
- These details are also recorded in the student's medical file

## **STUDENTS TAKING NON-PRESCRIPTION (GENERAL SALES LIST) MEDICATION**

A statement regarding the use of these medications is detailed on the medical history form for parents' reference. For students under 16 years of age parental consent is obtained on this form.

- A GP from the local practice has supplied written permission for the College Nurse to administer Paracetamol and Ibuprofen. College staff who have received the appropriate training may administer Paracetamol.
- The training is provided by the college Nurse.
- College staff who administer Paracetamol to students are responsible for ensuring that they attend the training and up-date sessions provided by the college.
- College staff are responsible for following the correct procedure and maintaining accurate and detailed records.
- A list of trained staff is retained by the Staff Training and Development Manager and by the College Nurse.
- General sales list medication for minor conditions may be recommended to students deemed responsible to self-administer by the college Nurse.

## **NON-PRESCRIBED MEDICATIONS BROUGHT TO UNITED KINGDOM FROM OVERSEAS**

- Due to potential issues arising from licensing regulations, translation difficulties or contra-indications to UK prescribed medication and delay to treatment the medical history form states that the practice of bringing non-prescribed medication to the UK is discouraged.
- Any student identified as possessing such medications will be expected to have them retained for safe keeping by College and kept clearly labelled with the student's name and locked in the medical room/red cabinet in Boarding House. They are returned to the student when they are due to leave the college.
- Any student who declines to hand over these medications is counselled regarding the safe-keeping of their medication and is required to sign a (i) Student Self-Medication form.

## **STORAGE OF MEDICATION**

- During the medical review interview the college Nurse ensures that the student is made aware of the recommended safe keeping of medications. Namely that they must be stored according to the manufacturer's instructions, kept in the original container in which they were dispensed and clearly labelled with the student's name, name and dose of the medication and the frequency of administration.
- The student is also made aware that they are responsible for ensuring that medications are stored in a secure lockable container. Personal safes are provided in boarding accommodation for this purpose.
- Refrigerated storage requires a clearly labelled airtight container kept in an area with restricted access. This would normally be in the Supervisor's office or Houseparent flat
- Emergency medication is retained at the most suitable, convenient location which is notified on the emergency medical detail list.

- Any medication no longer required or when a student leaves, is returned to the individual student for disposal. (in accordance with the Medicines Act 1968).

## **PROCEDURE FOR MANAGING PRESCRIPTION MEDICATIONS ON TRIPS/OUTINGS**

- Prior to the trip the visit organiser will produce a list of students who are taking medicines either for an acute or chronic condition or have any other health issues that may need managing during the time away from college. This is done in consultation with the college Nurse. If the visit organiser is not the teacher in charge of the trip then they are responsible for ensuring that the list is forwarded to the relevant person.
- Students will have been previously assessed regarding their ability to self- medicate, this includes trips/outings.
- For students who are assessed as unable to manage own medications ('at risk') these will be given to the teacher in charge of the trip to be kept securely and with the correct dispensing instructions. This teacher is responsible for ensuring that the medication is dispensed according to the instructions and for recording and signing the medication record.

## **STUDENT REFUSAL TO TAKE PRESCRIBED MEDICATION**

- Should a student decline to take prescribed medication this is noted on the (iii) *student health record sheet*, signed by the college staff member in attendance and the nurse informed.
- If the refusal should lead to a medical incident this would be dealt with as most appropriate i.e. duty team medical referral or emergency services referral.

## **CONSENT TO TREATMENT/INFORMING PARENTS (See Appendix iv)**

**"...whether or not a child is capable of giving the necessary consent will depend on the child's maturity and understanding and the nature of the consent required. The child must be capable of making a reasonable assessment of the advantages and disadvantages of the treatment proposed, so the consent, if given, can be properly and fairly described as true consent." [\(Gillick v West Norfolk, 1984\)](#)**

- The Nurse will conduct a Gillick Competence assessment of a student aged 16 or under if their health and safety be called into question should medical treatment/advice not be adhered to. This will be documented on The Gillick Competence Form following the considerations stipulated (appendix (iv))
- The Nurse has a duty of care to contact parents about their son/daughter, respecting the student's right to confidentiality. The student will always be asked first if this is acceptable. A Gillick Competence Assessment will be used and documented appropriately if a student refuses to allow this to happen (as detailed in appendix iv).

## **SECTION 2 - PROCEDURE FOR DEALING WITH SICK STUDENTS**

Students who are ill fall into two categories: those who are well enough to walk to college and those who are not.

### **Students who feel ill but are able to walk to College**

- When students feel they are sufficiently ill to warrant an absence, but are fit enough to walk, they will report to their Course Director or Assistant Course Director who will contact the College Nurse. The student will be asked to go to Bosworth Hall for Nurse assessment. If they are unwell when leaving their Boarding House first thing in the morning they will report to reception staff at Bosworth Hall and be assessed by the Nurse
- If the illness necessitates an absence, the student will be sent back to their Senior House if it is thought that they do not require regular supervision. The student may be sent to sick bay if supervision is considered necessary. Students who are normally accommodated in a Boarding House or Host Family will be sent to sick bay.
- Whilst on duty the Nurse has final say over whether a student goes to lessons or remains in sickbay/goes back to Senior House. When the Nurse is not available this responsibility sits with their Course Director or Assistant Course Director.

### **Students who feel too ill to walk**

- If they are Senior House students, they should telephone the college and this will generate a visit during the morning from the College Nurse or a member of the Boarding team. Where the illness is sufficiently serious as to require very regular monitoring, the student will be transported to the Bosworth Hall sick bay. If a student has a record of poor health, a permanent move to a Boarding House will be considered so that the student will benefit from a closer supervisory regime.
- In the case of a Boarding House student, the Boarding Houseparent should telephone Nazareth House Main Office. Transport will then be arranged to the Bosworth Hall sick bay.

### **Students staying in a Senior House whilst ill**

- Will be visited regularly as needed, including evenings if requested by the Nurse
- Have meals delivered at appropriate times

### **Students staying in Bosworth Hall Sick Bay**

The College Nurse has the overall responsibility for looking after students in Sick Bay.

### **While in sick bay, students**

- Will be visited regularly, with the guideline being hourly – though this may vary depending upon the nature of the illness.
- Have meals delivered at appropriate times
- Will usually stay in bed
- Will be returned to their normal accommodation at the end of the day
- Other students will only be allowed to visit sick students with prior permission from the Nurse
- Note: Medical records will be maintained for all illnesses, recording relevant information such as temperature. These will be kept secure in the Nurse's office. Health issues will be discussed weekly/as necessary with the Vice Principal, adhering to Student Confidentiality at all times.

### **Overnight care**

- Boarding house staff will be directed by the College nurse as to care regime/medication required overnight
- On call staff will be pre-warned if there is a likelihood of the need to visit the out of hours doctor/hospital
- Students will stay in their own rooms unless there is a need to segregate students accommodated in shared rooms – in which case an appropriate isolation room will be used for the duration of the stay.
- A process is in place to ensure meals can be delivered from Bosworth hall for confined students

### **Other considerations**

- When students have been sufficiently sick to warrant an absence they will be expected to spend subsequent evenings quietly and to go to bed early until a full recovery is made.
- Boarding House staff are expected to provide the Nurse with updates by email, as to a student's progress, the following morning. They will also report when a student fails to observe the regime stipulated by the Nurse.
- Where the sickness is such that it is considered necessary to isolate the student, the isolation room at Bosworth Hall will be used.
- Where students do not contact the college, this absence will be noted at the session registration period. The Main Office will attempt to contact the student by telephone and the Nurse or a member of the Boarding staff will visit the accommodation as soon as is practically possible.
- GP appointments will be made as necessary and the student will be able to choose if they are accompanied or not. If aged under 16, students will be escorted to their appointment by the Nurse/member of the Boarding team. Students may choose to have the consultation either with or without staff present.

- Students will be advised about the dangers of mixing alternative medicines with 'UK' medicine.
- Within reason and taking into account age and maturity, students are expected to comply with the college's procedures to take care of health; for example, a student who is identified as having a weight problem should agree to be weighed regularly by the Nurse. Information from this will be shared with others on a 'strictly need-to-know basis'. Failure of a student to comply will lead to the possibility of the college asking the parents to withdraw the student as the college would be unable to give the level of care necessary to keep the student safe.
- The College Counsellor is available to all students to discuss confidential issues.
- Students are discussed at the weekly Pastoral Committee meetings as needed, to ensure appropriate health and safety support.

#### **Local students**

- Parents will be contacted if their child becomes ill during the college day.
- CSA students will be placed in sick bay until they can be collected.
- At the discretion of the Course Director, students over CSA will be allowed to travel home by themselves but will be required to telephone College to report their safe arrival.

#### **Paracetamol**

- Paracetamol will only be dispensed by the Main Office Staff at Nazareth House, Bosworth Hall, or staff in Boarding Houses, and a record of this will be maintained.
- The College Nurse may dispense both Paracetamol and Ibuprofen as per local Doctor's surgery guidelines.

#### **Student Health Record (Appendix 2)**

- All "medical" occurrences are to be detailed on this form (using an online template) including the taking of prescription medicine following a doctor's appointment.
- Once completed, the form should be emailed to the College Nurse and subsequently filed in the student personal file at the end of each term. Full information on a student's illness or injury plus action taken will be documented during the evening/night/weekend and the Nurse will be emailed. On occasion the Nurse will request monitoring of students she has a particular concern about and may ask for additional updates.

#### **Student Mental Health**

Bosworth College regards students' mental health as just as important as their physical welfare: it is an important part of safe-guarding. Staff are issued with a 'cue' sheet of signs to be aware of and should refer to the College Nurse if they are concerned. Mental health awareness forms part of PHSE teaching and staff CPD. The College is sensitive to differing cultural attitudes to such issues in this international college. Support for students who hesitate to disclose but who may have issues aims to be sensitive and effective.

#### **Independent counselling services**

If a student feels they would like to speak to a professional person who is not employed directly by the college, then the college has the following services available to them:

- The college engages the services of two counsellors, Sonya Terry and Gita Virdee. Students are able to book an appointment with a counsellor via the college Nurse.
- The college also engages the services of a clinical psychologist, Dr Mike Scanlan. Students can be referred to the psychologist at their own request, that of parents or by the College (usually via the College Nurse).

#### **Harmful Substances**

Bosworth College recognises that a student's abuse of harmful substances seriously impedes his or her education and health and threatens the welfare of the school community. The College is committed to the prevention of substance abuse and will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances.

For the purposes of this policy:

“Substance” means alcoholic beverages, controlled dangerous substances, anabolic steroids, any chemical or chemical compound that releases vapours or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapours or over-the-counter prescription medications which are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

The College prohibits the use, possession, and/or distribution of a substance on school premises, at any event away from the school premises that is organised by the college and on any transportation vehicle provided by the college with the exception of staff social occasions when students are not present.

The potential problems caused by substance abuse is discussed at PHSEE classes and by personal tutors in tutor period.

A student who uses, possesses, or distributes a substance, on or off school premises, will be subject to sanctions. Discipline will be graded to the severity of the offence and the nature of the problem. Sanctions may include suspension or expulsion.

If any teacher or other employee of the college has reason to believe a student has used or may be using such substances that person must report the matter as soon as possible to the Principal or Vice Principal.

Students who are suspected of being under the influence of illegal substances may be asked to take a urine, saliva or blood test. This will be organised by the College Nurse and will be at the request of the Principal or a member of the Senior Management Team (for example, the Vice Principal or Head of Boarding acting on her behalf). Refusal to take the test is likely to lead to the student being asked to leave the college.

Students suspected of being under the influence of alcohol may be asked to undergo a breath test. Refusal to take the test is likely to lead to the student being asked to leave the college.

Relationship and Sex Education, HIV infection, hepatitis and sexually transmitted diseases, and protecting oneself from abuse, are covered in the PHSEE curriculum that is delivered to all Compulsory School Age students.

Smoking is only allowed in designated places at Bosworth: in the car park at Bosworth Hall, in the designated area behind Queen’s, or the rear gardens of Senior Houses and Boarding Houses (for those students over the age of 18). No smoking is allowed in any building. No smoking is usually allowed by students before the age of 18, although students who join the college as committed smokers are permitted to smoke, having placed their name on the Smokers’ Register. Such students undergo a programme overseen by the College Nurse to strongly encourage supported withdrawal from tobacco addiction.

### **Eating disorders**

The college monitors weight gain or loss through the pastoral and boarding staff and mechanisms.

If a student is suspected of developing an eating disorder he or she will be counselled initially by a member of staff to whom, it is thought, the student will relate. This will either be followed by a period of monitoring if it is thought that the concern is unfounded or by referral to the College Nurse or a GP. Parents will be appropriately advised of the concern, according to current good practice.

Where either a monitoring programme is established or an eating disorder identified and a programme of rehabilitation introduced, the student may be asked to agree to regular weighing. If the student refuses to agree to this, one possibility is the removal from college on the basis that the college is no longer able to satisfactorily monitor and care for the student.

**Students are made aware of the following agencies:** Lowdown Helpline 01604 622223

- Service (Counselling for young people) 01933 226615
- Racism Helpline 01604 703664
- Young Health Helpline 0808 801 0330 / 07781 472599
- Childline 0800 1111
- Frank (Drugs) 0800 776600
- Student can approach these organisations anonymously or via the Student Liaison Officer or College Nurse

<b>Author</b>	<b>Caroline Adams (RN)</b>
<b>Last review</b>	<b>November 22<sup>nd</sup> 2019</b>
<b>Next review</b>	<b>No later than December 2020</b>

## STUDENT SELF-MEDICATION FORM

### NON-PRESCRIBED MEDICATIONS BROUGHT TO UNITED KINGDOM FROM OVERSEAS

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Any student identified as possessing such medications will be expected to have them retained. When retained for safe-keeping these are kept clearly labelled with the student's name and locked in the medical room. They are returned to the student when they are due to leave the college.

Any student who declines to hand over these medications is counselled regarding the safe keeping and is required to sign a Student Self-Medication form.

**I,..... have been made aware of the College policy (above) regarding the use of non-prescribed medication that have been brought into the United Kingdom. I am signing this form to notify that I wish to retain any medication I have brought with me and that I accept full responsibility for the consequences of the use and storage of these.**

**If at any time the Nurse or a member of boarding staff feels the non-prescribed medication is being taken or stored inappropriately they may take it from you and store safely.**

**SIGNATURE.....DATE.....**

**WITNESSED (NURSE).....DATE.....**

(ii)

# STUDENT RECORD FORM FOR PRESCRIBED MEDICATION

COPY TO BE KEPT BY NURSE AND ANOTHER BY BOARDING HOUSE

NAME... ..

D.O.B.....AGE.....

BOARDING HOUSE.....

MEDICATION DETAILS (NAME,DOSE,TIME TO BE TAKEN)

**KEPT BY STUDENT OR KEPT SECURELY BY BOARDING STAFF**

SIGNED (NURSE).....

SIGNED (HOUSEPARENT).....

(iii)

## STUDENT HEALTH RECORD (ONLINE)

1.Update throughout shift

2.Attach to an Email and send to Nurse [caroline.adams@bosworthcollege.com](mailto:caroline.adams@bosworthcollege.com) copying in jacqueline.aran@bosworthcollege.com and Houseparent if a Boarder by 08.45Hrs the following day.

**Student's Name:**

**Date:**

**Boarder** (please state where)

**Day Student** (Tick)

**Time:**(24hr)

### ***Suggested Questions:***

How do you feel? What's wrong exactly? When did you start feeling unwell? Have you had this before? Are you hot? Have you taken any medicine? What does the medicine do?

**Record of interview:**

**Temperature?**

**MEDICATION GIVEN**

**TIME/DATE**

**Record of First Aid given:**

**Doctors appointment details/outcome of consultation:**

**Please print name and Job title:-----**

(iv)

## GILLICK COMPETENCY ASSESSMENT

"...whether or not a child is capable of giving the necessary consent will depend on the child's maturity and understanding and the nature of the consent required. The child must be capable of making a reasonable assessment of the advantages and disadvantages of the treatment proposed, so the consent, if given, can be properly and fairly described as true consent." ([Gillick v West Norfolk, 1984](#))

**STUDENT NAME.....**

**D.O.B......**

*In my professional opinion and having thought about and discussed at the considerations overleaf with the student. The above shows a sufficient level of maturity and understanding to consent/not consent to the treatment detailed below.*

.....  
.....  
.....  
.....  
.....

**SIGNED..... (Caroline Adams, Registered Nurse)**

**SIGNED..... (Student)**

## CONSIDERATIONS

1. Has the young person explicitly requested that you do not tell their parents/carers about the common assessment and any services that they are receiving?
2. Have you done everything you can to persuade the young person to involve their parent(s)/carer(s)?
3. Have you documented clearly why the young person does not want you to inform their parent(s)/carer(s)?
4. Can the young person understand the advice/information they have been given and have sufficient maturity to understand what is involved and what the implications are?
  - Can they comprehend and retain information relating to the common assessment and the services, especially the consequences of having or not having the assessment and services in question?
  - Can they communicate their decision and reasons for it?
  - Is this a rational decision based on their own religious belief or value system?
  - Is the young person making the decision based on a perception of reality? E.g. this would not be the case for a chaotic substance misuser.
5. Are you confident that the young person is making the decision for themselves and not being coerced or influenced by another person?
6. Are you confident that you are safeguarding and promoting the welfare of the young person?
7. Without the service(s), would the young person's physical or emotional health be likely to suffer? (if applicable)
8. Would the young persons' best interests require that the common assessment is done and the identified services and support provided without parental consent?

You should be able to answer YES to these questions to enable you to determine that you believe the young person is competent to make their own decisions about consenting to and taking part in the Common Assessment, sharing information and receiving services without their parent's consent.  
**You should record the details of your decision making.**

Caroline Adams November 2019  
To be reviewed June 2020