

POLICY 9003

BBIS MEDICAL AND MEDICATION POLICY

BBIS MISSION

The boarding medical and medication policy is based on the BBIS Mission.

BBIS is a leading international boarding school, inspiring students in pursuit of lifelong learning and excellence. We celebrate diversity in a caring, internationally minded community. As an inclusive school, we empower learners to fulfil their unique potential. We guide our students to become responsible, compassionate global citizens.

GUIDING STATEMENTS

Our international community prepares young people socially and academically for success in a global environment. boarding students focus on the three main goals in our boarding community:

- embracing a healthy lifestyle
- achieving their academic potential to the fullest
- fostering intercultural understanding

In our boarding community, we strive for:

- Care, empathy and mutual respect characterize our relationships.
- We embrace diversity as one of our strengths.
- We value inclusion as an opportunity to enrich our community.
- We reflect on our actions and are open to new ideas and perspectives.
- We collaborate, cooperate and support each other.
- We contribute to a sustainable world by taking action.
- We make a positive difference in our local and global communities.

This policy applies to all boarding students, including those who are over 18, who are enrolled as boarding students at BBIS Boarding. The school and boarding programme are committed to ensuring the safety and welfare of all boarding students and will undertake whatever steps deemed necessary acting in loco parentis. This policy sets out what the boarding programme will do to ensure the safe and appropriate delivery of medication and medical/health

care.

A boarding student's right to confidentiality will be considered at all times and this may determine how much information is released regarding a condition and the treatment (including parents and guardians). Information regarding medication and health matters is ***strictly confidential***.

BOARDER EXPECTATIONS

- To keep the boarding staff generally informed of any medical problems or concerns. Boarding students can withhold information if they so wish but we request boarding staff be made aware of any medical or health problems which may require us to amend our provision or care.
- To hand in prescribed & non-prescribed medication with full instructions in English or German to a member of the boarding staff team as soon as possible.
- If the medication has no clear instructions in English or German, the student may be referred to the appropriate health service for clarification and may receive an appropriate (equivalent) medication that has clear instructions in English or German.
- To cooperate with and follow instructions as appropriate of the boarding staff.
- Make any medical appointments out of school hours. Boarding students can consent to their own treatment and do not have to inform staff of the nature of their appointment, although the fact they are attending an appointment should be passed on to boarding/school staff to ensure the absence is recorded correctly.
- Boarding students must ensure that if deemed necessary, any medication is stored correctly in rooms and must never be shared with other boarding students.

RESPONSIBILITIES OF THE BOARDING STAFF TEAM

- To ensure the health and wellbeing of boarding students is prioritised at all times.
- To dispense and record all doses of prescribed and non-prescribed medication.
- To keep accurate records of treatments and medication given to boarding students.
- To keep an accurate record of accidents which occur within the building and on campus and when boarding students are under staff care. This also involves activities organised by the boarding house off campus.
- To respond promptly to any routine/emergency medical situation.
- Where applicable - to keep parents or guardians informed of a boarder's condition and progress if they are unwell or in need of treatment. If the student is 18 years old or above, the boarding student reserves the right to privacy and can deny the permission to share any medical information with the parents/guardians.
- If necessary, collect any boarding student taken ill in school and apply the appropriate level of care. If there are no staff available, then other arrangements will be made.
- To coordinate with the school nurse team regarding routine immunisations and vaccinations. Parents will be consulted and prior written consent requested where appropriate.
- To inform parents/guardians as soon as possible of any serious accident the child has been involved in whilst in the care of BBIS Boarding.

- To accompany boarding students to appointments where necessary.
- To provide suitable facilities for both genders in the event of the need for provision of care during illness.
- Maintain constant dialogue with the school health team with regards to reviewing the medical/medication provision and any on-going local and national health issues.

RESPONSIBILITIES OF PARENTS/GUARDIANS

- To complete the medical history, form true and to the best of their ability. Any medical or health issue which could perhaps result in a review of suitability for boarding must be declared so as to ensure the appropriate care can be provided. A medical condition does not normally mean a boarding place cannot be offered or must be withdrawn, but in order to ensure that we can meet the needs of the boarding student, this information is important.
- Provide information regarding immunisation or inoculation specified on the medical information form.
- To assume responsibility for their child if they diagnosed with a serious illness and must leave BBIS Boarding.
- To assume responsibility, as soon as it is practical, if a boarding student needs treatment which may include a stay in hospital.
- On return to the boarding house, ensure any prescribed or non-prescribed medication is handed to a member of staff, discussed if necessary, and ensure it is clearly labelled with the boarder's name and full instructions. All prescribed and non-prescribed medication will be kept in, and dispensed from, the medical room.

EMERGENCY TREATMENT

In a case of a serious medical emergency, every attempt will be made to contact parents or guardians as soon as possible. In the case of a very serious emergency, it may be necessary for boarding staff to give consent for treatment. This will never be undertaken lightly and only ever when advised by medical professionals and is limited to life-saving emergency treatment.

There should be very clear written instructions from all persons with parental responsibility if consent is not to be given in any circumstances, for example for religious or faith reasons.

Notification, Assessment, Recording and Storage of Medicines

Boarding students can self-administer medication but an assessment will be performed by the boarding team to determine if the boarding student is capable and competent to do so and reviewed annually or more frequently depending on the circumstances; a review of the suitability of those boarding students over the age of 18 will also be made.

Any medication brought to the boarding house must be in the original container bearing the pharmacy label. This

will state clearly the name of the recipient for whom it has been prescribed, plus the name, dose, duration and instructions for the administration of the medicine. Information regarding side effects and contraindications for taking the medicines must also be available. Where they are not available, staff reserve the right to withhold the medication until suitable checks are carried out.

This also applies to non-prescription medicines. If boarding students wish to provide their own medication to self-administer, parental consent and an appropriate assessment must be completed. Items should be bought and kept in their original containers containing the manufacturer's instructions for use.

It is mandatory for all Controlled Drugs to be signed for and witnessed on receipt and at every administration. A detailed stock count is maintained in an appropriate file.

SELF-ADMINISTRATION OF MEDICATION

Boarding students are allowed to self-medicate. However, self-medication approval can only be done for over the counter medication, antibiotics and other medications such as epipenes and birth control.

Boarding students regardless of age who are found to not store medication appropriately or do not follow the guidelines to self-medication will have their right to self-medicate withdrawn until the following academic year. Boarding staff reserve the right to withdraw any self-medication privilege should the need arise.

Boarding students need to keep their medication in their safes, which are located in their rooms.

Boarding students who wish to self-medicate, but also wish for the boarding staff to store their non-prescribed or other medications, may use the boarding medication safe storage and request access to them at any time. This will be recorded.

Boarding students who are required to take prescription medication during the school day, will follow the appropriate school-based policies.

Inhalers and Epipens will be considered exempt and boarding students will be permitted to keep these on their person.

FIRST AID

Boarding staff will undergo first aid training annually. The medical room in boarding contains a first aid station and stock is checked and replenished by the school nurse team. Boarding staff will ensure the appropriate first aid provision is maintained on BBIS Boarding trips and activities.

Thresholds for contacting parents regarding medical care

Contact with parents or guardians will be made when:

- A boarding student doesn't attend school due to illness on a regular basis
- A boarding student is taken to hospital for any reason
- Any follow-up medication following injury

Contact will not always be made when:

- Minor first aid is administered (blisters etc.)
- Boarding student feels unwell but is able to attend school
- Non-prescription remedies are given, unless specified by the parents
- A boarding student sustains an injury but no medication or medical treatment is required
- A boarding student is given an ice/cold pack. This may be reported if the matter does not improve and additional treatment is required after a period of time.

Informing parents and/or guardians of a medical practitioner appointment is on a case-by-case basis depending on the boarding student's age, their wishes and also the sensitivity of the reason for appointment.

Boarding students are able to arrange their own appointments should they wish to do so and their rights to do so will not be restricted.

Medicines and Health Provision for Off-Site Visits and Trips

First aid kits will be carried by boarding mentors during off site visits/trips. Any treatment or medication administered will be recorded and transferred to the boarding student's medical file upon return.

Staff Training

Boarding staff will undertake appropriate training suitable to their role and ensure the appropriate coverage. Contacts are maintained with the local medical practise, the BSA, school nurse and local authority medical providers.

Crutches, Wheelchairs and other Medical Aids

Any boarding students who must use crutches, a wheelchair or other medical aids will be assessed as part of the care plan. An assessment will be completed to ensure the appropriate use of the equipment and the boarding student will be transferred to the sick bay if accommodated in areas other than on the ground floor. We reserve the right to move a boarding student to the sick bay if it is in the best interests of the care plan.

Managing Infections

Boarding houses are an environment which sees many people living and working together in close proximity. From

time to time, illnesses and infections may enter this environment and spread rapidly through the population. The aim is to control and prevent the spread of infectious diseases which may enter the boarding house or the school. The policy will act as an informative tool for staff so that they are aware of all precautions which should be taken to prevent the spread of infection.

Control of the infection

If an infectious disease is suspected boarding staff will contact the school nurse, the Head of Boarding, local doctor and/or health authorities.

Depending on advice from a health care professional a child suffering with an infectious illness will be held in isolation. In some cases, the decision may be made to send the child in question to their parent or guardian. This decision will be made by the Head of Boarding considering advice from the medical services, boarding staff and parents of the child. boarding students should not re-enter the general boarding population until 48 hours after they have suffered their last symptom, unless cleared by the school nurse and/or doctor.

All toilet seats, handles, hand basins and taps will be disinfected after use by an infected person.

Contaminated bedding and clothing will be washed by the external cleaning company at the hottest temperature the fabric will tolerate.

Any staff suffering from an infectious illness should avoid entering the work place until 48 hours after they have suffered their last symptom unless cleared by the medical services and/or the school nurse.

Procedure for cleaning up bodily fluids

In cases of any spillage of bodily fluids, Personal Protective Equipment (PPE), including disposable gloves and disposable aprons must be worn and disposed of appropriately after use. Each duty room contains a body fluid cleaning kit complete with PPE, use of a body fluid cleaning kit should be reported to the office as soon as possible so that it can be replaced.

Any spilled bodily fluids will be immediately cleaned up using PPE. It is important to avoid getting splashes in eyes, nose, mouth or open sores or cuts. Any surfaces where spills have occurred will be cleaned and disinfected in a manner which will destroy both bacteria and viruses.

Any clinical waste should be double bagged and disposed of appropriately and not put in general rubbish bins.

Special cases

In cases of extraordinary disease such as swine flu, Ebola etc., this policy may be adjusted to coincide with current advice from the German Federal Ministry of Health and a hygiene concept in practice will be formulated.

Staff illness

Boarding staff must ensure they are free of communicable illnesses for up to 48 before returning to work and must inform the Head of Boarding and the human resources office.

Covid-19

Protocol and procedures for managing the coronavirus pandemic in boarding are located in the specific COVID-19 hygiene concept and practice document.