

MEDICAL POLICY

Administration of Medication During School Hours

General Requirements

- If a parent requires the school to administer medicine they should complete a medication request form obtained from the School Administrator. (see Appendix A)
- Only medicines prescribed by a UK Medical Practitioner can be administered.
- The pupil's name, age and date of commencement of course of treatment, together with the required dose, must be clearly written on the bottle/package/tube etc.
- With long term medication the request form must be accompanied by a letter from the pupil's UK Medical Practitioner which must include instructions regarding the quantity and frequency of administration.
- The medicines must be brought into school in an appropriate container with a recognizable prescription label, which states:
 - The name of the medicine
 - The dosage
 - The time of administration
 - The pupil's name and date of birth.
- Medicines will be kept in the locked Medicine cupboard and logged in the Medical Record
- There is no exception to the need for medication to be prescribed even Calpol and eye/ear drops have to be prescribed and properly labelled with the pupil's name, age and date together with the required dose. This is still true if the medication is purchased by parents / carer over the counter.
- Full details of all prescribed medicines stored at BeyondAutism Schools will be entered into the Medical Record.
- Antiseptic/topical cream may be administered without a prescription where written parental permission for this has been obtained in advance.
- Ventolin may be stored at school and may be administered by the designated First Aid Officer to a pupil who is registered as asthmatic at school, without first getting the parents' permission, providing the pupil in question has his/her own labelled Ventolin and the parents have given written permission for its use in emergency situations. At all times the school will endeavour to contact parents immediately / as soon after the asthma attack as possible. Details will also be recorded on SchoolPod.

Emergency Medication

- Where long-term needs for emergency medication exist, the school will require specific guidance on the nature of the likely emergency and how to cope with it, while awaiting paramedical assistance.
- Detailed written instructions should be sent to the school and the parent/guardian should liaise with the Heads of Schools. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is available at all times.

Parents' Responsibilities

- All medicines must be handed over to the First Aid Officer or School Administrator. Medicines must not be kept in the pupil's school bag or any area of easy access to the pupil and other pupils.
- The request form mentioned under General Rule 1 (above) must be completed and returned to the School Administrator or First Aid Officer. Failure to do so may result in the pupil not receiving medication at school.

Food Supplements / Alternative Medicines

- According to best practice across the UK Education sector the school will not support children consuming any additional food supplements / alternative medicines whatsoever. Even if a medical practitioner supports supplements to diet / alternative medicines, only prescribed medication or vitamins / remedies can be given to children during school hours.
- Parents are permitted to attend school to give food supplements / alternative medicines by prior arrangement with the school. Any such visits must be no more than once per day and at lunchtime.

Administering Medication

- When medication is brought into school this must be given to the First Aid Officer or School Administrator and signed into the Medicine Stock Record and Medication Record Sheet.
- Two members of staff are required to administer medication. Both must sign the medication record sheet on each occasion medication is administered.
- Before administering medication to a pupil the members of staff must both check that the pupil's name, type of medication and dosage are correct. This means checking the Medication Record Sheet and the details on the bottle or medication packaging. In the event of any uncertainty, medication must not be administered until the uncertainty has been clarified.
- Once per week, the School Administrator will check medication stock corresponds to the Medication Stock Record. All tablets will be counted and any anomalies recorded and investigated. Where stocks are low or close to expiry the School Administrator will notify parents.
- If any medication is contaminated (e.g. dropped on the floor) it must be safely disposed of and a record made on the medication stock record.
- Antibiotics or other medication that needs to be stored in a fridge must be stored in a locked box.
- Bottled medication must always be shaken to ensure proper mixing.

Storage of Medication

All medication must be stored in the locked medication cupboard.

The medication cupboard is marked with a green cross, and located at reception and in the medical room at Park House and Tram House.

Medical Treatment

Medical treatment must be given in the Medical Room, in the classroom (where appropriate) or the school office (if necessary). Pupils are generally not allowed in the staff room.

First Aid

- All staff, both teaching and non-teaching are responsible for dealing with minor incidents requiring first aid.
- Anything other than minor first incidents must be dealt with by the qualified First Aid Officer.
- If an accident occurs in the playground and first aid is required, then one of the staff on duty in the playground should come to the reception or school office and request the assistance of the First Aider as appropriate.
- If there is any concern about minor first aid treatment then the qualified First Aider must be consulted.
- For a list of qualified First Aid Officers, see noticeboards.

First Aid Boxes

First Aid boxes are held at Reception and in the school officer.

Contents of **First Aid** boxes:

- Scissors
- Large/Medium Dressings
- Triangular bandages
- Plasters
- Antiseptic wipes
- Eye pad dressings
- Disposable gloves

When first aid equipment is used the first aid box must be re-stocked by the School Administrator.

On a half termly basis, the School Administrator must check the First Aid kit is fully stocked.

Sickness at School

- If a pupil becomes unwell during the school day the school will contact the parents / guardian to request that they come to school to collect their son/daughter.
- The sick pupil should be re-assured and every effort made to ensure that he/she is comfortable whilst waiting for his or her parents.
- A member of staff must stay with the sick pupil at all times in the Medical room at Tram House or in the Medical Room at Park House.

Head Injuries

- Any pupil receiving a head injury needs to be carefully monitored, no matter how minor the injury may seem.
- All head injuries regardless of any visible damage must be recorded on SchoolPod as an accident.
- The School Administrator must be informed and he/she will telephone the pupil's parents to inform them of the head injury received and send a letter home with the pupil at the end of the day.

Safety/HIV Protection

- Staff must wear disposable gloves when treating any accidents that involve body fluids.
- Any waste (wipes, pads, paper towels etc.) must be placed in a disposable bag, fastened securely and disposed of in the yellow clinical waste bins. Soiled pupil's clothing should be placed in a plastic bag and fastened securely ready to take home.

Recording Accidents

All accidents which result in injury must be recorded on SchoolPod. All head injuries regardless of visible injury must be recorded as accidents on SchoolPod. All serious medical incidents must be recorded as an Incident on SchoolPod.

Parental Consent to Medical Treatment

It is not a matter for BeyondAutism Schools to give consent to medical treatment for a child.

The role of the school is:

- to ensure that a child gains access to the medical services needed;
- to provide medical staff with parental details and relevant information from the School files (i.e. the medical consent form and information relating to known medical conditions and allergies of the child etc.), to enable them to make informed decisions - for example, if a child is one of Jehovah's Witnesses and parents have not given their consent for their child to receive a blood transfusion, this needs to be brought to the attention of the medical professionals immediately;
- to provide parents/guardians with the contact details of the hospital/consultant so that parents/guardians are aware of what is happening and to enable them to discuss, and consent to, the medical treatment of their child.

Medical Consent Form (see Appendix B)

Parents will be asked on Admission and at the end of each term to sign a general medical consent form that enables the child to gain access to medical treatment. This consent form will allow the parent to specifically exclude consent to certain treatment, e.g. blood transfusions.

Where a parent elects to exclude certain types of treatment, BeyondAutism Schools reserve the right to request further information in writing in order that this may be passed on to the relevant Medical Staff if needed.

BeyondAutism Schools will endeavour to bring the consent form to the attention of the treating medics so they are made aware that parents do not consent to specific treatments or procedures. Every effort will be made to achieve this objective but BeyondAutism Schools may in emergency situations be unable to guarantee this in every situation.

BeyondAutism Schools will not be involved in any decisions relating to medical treatment, or be held responsible for any action that might be taken by medical staff.

School Trips Abroad

It is important to acknowledge that the position with regard to consent to medical treatment may be different in other countries. The group leader of the trip will ensure they know and understand how to contact the emergency services in the country concerned as part of the planning process for the trip.

Parents should be aware that BeyondAutism Schools cannot control what medics in other countries do regarding consent. In some countries medics may administer treatment *even if consent has not been given*. Equally they could *refuse to offer life-saving treatment*, if they are made aware that the parents do not consent to such treatment.

Parental Consent

Prior to a school trip, parents should be asked to sign a medical consent form. If a parent does not agree to the provision of certain treatment or procedures, BeyondAutism Schools will draw up an agreed medical emergency plan with the parent prior to the trip abroad. The plan will make clear that the school's position is non-negotiable. If parents do not agree to this, the Heads of Schools may decide to withdraw the child from the visit, given the additional responsibility this would entail for the group leader.

The role of the school will be to ensure that:

- a child gains access to the medical services needed
- medical staff are provided with parental details and relevant information from the school files (i.e. the medical consent form – translated if necessary), to enable them to make informed decisions
- parents are contacted to let them know what is happening as soon as possible, and provide them with contact details for the hospital/consultant so that the parents can contact them direct to discuss the medical treatment of their child

The emergency plan will make it clear that if consent is not given for certain medical treatments such as blood transfusions the ultimate decision will not be made by the school staff – the medics will decide how to proceed. If the medics feel it is in the child's best interests then they may well decide to go ahead with the treatment without parental consent.

BeyondAutism Schools is under no obligation to investigate how the provision of emergency medical treatment operates in other countries. If parents are unsure about their child's participation in the trip for this reason, it would be advisable for them to seek clarification prior to signing the consent form, or they may decide to withdraw their child from the trip.

Life or Death Situations

In the UK, if there is a life or death situation the medics will make a decision about treatment whether there is parental consent or not. If they are aware that the parents do not consent to a particular treatment, and there is time, they may refer the matter to the High Court to make a decision as to whether the treatment should be administered.

Statutory Guidance

Supporting pupils at school with medical conditions, September 2014 does not apply to BeyondAutism Schools but contains very useful good practice advice which the school will endeavour to follow whenever applicable.

Last review: December 2014

Date of next review: December 2017

Review group: Audit & Governance Committee

Appendix A Request for School to Administer Medication

(Please complete as much information as possible)

DETAILS OF PUPIL

Surname.....

Forename(s).....

Address.....

Class.....

Condition/Illness.....

MEDICATION

Name/Type (as described on container).....

For how long will your son/daughter take this medication?.....

Date dispensed.....

Directions for use:

Dosage & method.....

Timing.....

Precautions.....

Side effects.....

Procedures in case of emergency.....

PLEASE NOTE ALL MEDICATION MUST BE PRESCRIBED BY A UK MEDICAL PRACTITIONER.
LONG TERM MEDICATION REQUESTS MUST BE ACCOMPANIED BY A DOCTORS LETTER (See
Medical Policy for full information)

CONTACT DETAILS

Name..... Tel.....

Relationship to pupil.....

Address.....

I understand that I must deliver the medicine personally to the school and accept that this is a service that the school is not obliged to undertake.

Signature..... Date.....

Print Name.....

Appendix B Medical Consent Form

CHILD'S NAME.....

I/WE (names in block capitals)

PARENT / GUARDIAN 1.....(name)

TELEPHONE NUMBERS.....

PARENT / GUARDIAN 2.....(name)

TELEPHONE NUMBERS.....

Being the parents/guardians of the above named child, hereby consent to the staff of BeyondAutism Schools:

- i) Acting in "loco parentis" should urgent permission be require for treatment/surgery **AFTER** all attempts to locate us, or our other emergency contacts named below, have failed.

ADDITIONAL EMERGENCY CONTACT.....(name)

TELEPHONE NUMBER.....

- ii) Accompanying my child to hospital should he/she require urgent medical treatment;
- iii) Treating my child for minor accidents which may occur during school hours with any of the following medications kept in the school First Aid box.
 - a) Savlon cream/spray
 - b) Arnica cream
 - c) Germolene
 - d) Antiseptic wipes
 - e) Adhesive plasters
 - f) Witch hazel
 - g) Insect cream/spray

Please delete any substance to which your child may have an allergy

I do not wish my children to receive the following medical treatment:

.....
(please specify)

I understand that BeyondAutism Schools will pass this information onto medical staff but in life and death situations medics will make a decision about treatment whether there is parental consent or not. Please see BeyondAutism School's Medical Policy for further details.

Signed..... Signed.....

Print Name..... Print Name.....

Dated..... Dated.....