

FIRST AID AND MEDICAL POLICY

Medical Policy

Administration of Medication during School Hours

General Requirements

If a parent requires the school to administer medication they must complete a medication request form obtained from the School Administrator. (see Appendix A). The term 'medication' applies to all prescribed medicines and drugs obtained from a chemist, over the counter creams, ointments and lotions, homely remedies such as pain relief or cold remedies. A new medication request and authorisation form must be completed each time there is a change of dosage or time of administration of medication.

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 frequency and required dose, must be clearly written on the bottle/packet/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.

Prescription medication must be brought into school in the original container labelled by the pharmacist or prescriber with a recognisable prescription label, which states:

- The name of the medicine
- The dosage
- The time of administration
- The pupil's name and date of birth.

Prescription medication will be administered according to the pharmacy label instructions. A child/ young person under 16 will only be given aspirin or medicines containing ibuprofen if prescribed. If a young person over the age of 16 is deemed to have capacity and indicates that they have a headache, they can self-administer aspirin or medicines containing ibuprofen. However, if a young person over the age of 16, is not deemed to have capacity, a best interests decision will be made in conjunction with the parents about the administering of aspirin or medicines containing ibuprofen.

Medicines will be kept in the locked Medicine cupboard at all times when not being administered and they will also be logged in the Medical Record. In the case of emergency medication, it will be locked in a classroom storage box or carried in a secure container by a member of staff.

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 how to administer the emergency medication and the nature of the likely emergency and how to cope with it, while awaiting paramedical assistance.

Pupils with long-term health needs or the need to administer emergency medication must have a Health Care Plan which is written by the school, parents and with input from the pupils' medical professionals.

Detailed written instructions should be sent to the school and the parent/guardian should liaise with the relevant Head of School. 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 that the 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 pupil's tutor/instructor/supervisor 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. The school administrator and pupils' tutor/instructor/supervisor will check expiry dates on a weekly basis.

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. This includes, but is not limited to, when a pupil may spit out the medication, or refuses to take it

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 School and in the Administrator's Office at Tram House. Emergency medication is the exception to this; and will be locked in a classroom storage box or carried in a secure container by a member of staff.

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 the school office and all classrooms.

Contents of **First Aid** boxes:

- Scissors
- Large/Medium Dressings
- Triangular bandages

- Plasters
- Antiseptic wipes
- Eye pad dressings
- Disposable gloves
- Ice packs
- Tweezers
- Microporous tape
- Mouth to mouth resuscitation device
- Safety pins

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' or in a safe space

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 Supervisor of the pupil 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 lifesaving 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 relevant Head of School 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 directly 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: Oct 2017

Date of next review: Oct 2020

Review group: Full Governing Body

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.
WITH LONG-TERM MEDICATION, REQUESTS MUST BE ACCOMPANIED BY A DOCTOR'S
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 Schools 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 required 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 | e) Adhesive plasters |
| b) Arnica cream | f) Witch hazel |
| c) Germolene | g) Insect cream/spray |
| d) Antiseptic wipes | |

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 or death situations medics will make a decision about treatment whether there is parental consent or not. Please see BeyondAutism Schools Medical Policy for further details.

Signed: Signed:

Print Name: Print Name:

Dated: Dated: