

# 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 Executive Head. 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 Executive Head 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 2020  
Date of next review: Oct 2023  
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
  - 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 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: .....

## Appendix C Covid 19 Risk Assessment

<b>RISK ASSESSMENT FOR:</b>	Covid -19 schools open	
<b>Establishment:</b> Park House School and Tram House School	<b>Assessment by:</b> Kieran Bird	<b>Date:</b> September 2020
Review date: September 2020	<b>Approval:</b>	<b>Date:</b>

Hazard/Risk	Who is at risk?	How can the hazards cause harm?	Normal control measures	Additional control measures	Action completed by who, date
<b>Social distancing</b>	Pupils and staff	Spread of coronavirus	<ul style="list-style-type: none"> <li>• Pupils and staff to be on a rota</li> <li>• 5 pupils and up to 5 adults in a room at a time – with clear distancing between work areas</li> <li>• Specific rooms such gym/soft play/sensory room to be timetabled with no more than 2 pupils/staff in at a time</li> <li>• Ensuring that we have the maximum space possible in each classroom by</li> </ul>	<ul style="list-style-type: none"> <li>• Timetable specific rooms</li> <li>• Stagger break and lunch time</li> <li>• Stagger start and end of the day – (this is done with the arrival of transport). Door duty staff to be mindful of the number of pupils being called so that communal areas do not get congested</li> <li>• Appropriate social distancing guidelines followed if accessing the community</li> <li>• Actively manage the handover of pupils/students from and to</li> </ul>	

			<p>adjusting the classroom layout if necessary</p> <ul style="list-style-type: none"> <li>• Allowing those who do not need to be in a service to work remotely to keep occupancy levels down to the minimum possible</li> <li>• Limiting visitors on site – if and when visitors arrive, they must ensure a contact number is given prior to their visit. Temperature will be taken and a log of visitors kept securely to ensure GDPR compliance. On arrival visitors will be given a form to complete and clear guidance on the Covid procedures within the service.</li> <li>• Posters in common areas reinforcing social distancing, prevention of crowding, max occupancy rules in staff rooms, admin offices, reception, kitchens, meeting rooms etc</li> <li>• Ensure that where possible we have one-way flows signposted/ marked for stairs and shared spaces</li> <li>• Visors will be permitted, but use is discretionary. Visors</li> </ul>	<p>parents and transport escorts, restricting parents to minimal access to our sites for drop off and collection - Door duty staff to sign in the pupils</p>	
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			<p>will be allocated to those staff that wish to use them. Staff will be responsible for the upkeep and cleansing of visors. Masks can be used during whole service training, this is discretionary. Masks to be worn by students if they want to or are advised to. Masks to be worn by staff if there is a local breakout and in accordance to government guidance. Masks to be worn by staff at the point of unsanitary behaviour.</p>		
<b>Hazard/Risk</b>	<b>Who is at risk?</b>	<b>How can the hazards cause harm?</b>	<b>Normal control measures</b>	<b>Additional control measures</b>	<b>Action completed by who, date</b>
Contaminated areas/soft furnishings/resources	Staff Pupils	Spread of coronavirus	<ul style="list-style-type: none"> <li>• Removing intricate items and soft furnishings that are difficult to keep clean</li> <li>• Increase the frequency of cleaning all rooms and shared spaces at the end of the day and also during the day by the engagement of daytime cleaners.</li> <li>• All staff and pupils to sanitise hands at beginning</li> </ul>	<ul style="list-style-type: none"> <li>• No soft toys to be available, unless it's a necessity for a pupil, control measures in place by ensuring that toy is isolated for that pupil</li> <li>• Toys that have been in pupils' mouths - to be placed in the sink each evening and cleaned with Milton</li> </ul>	

			and end of day. Tutors and staff should supervise the washing of hands during the day and will be provided with hand sanitiser for personal use	<ul style="list-style-type: none"> <li>• Toys to be cleaned after use using antibacterial wipes or spray</li> <li>• Softplay balls to be cleaned daily – only have 50% balls in at a time so that there is always a fresh set to go in. Softplay equipment to be cleaned after every use. If a ball has been in contact with bodily fluids it is to be removed and cleaned using antibac wipes/spray.</li> <li>• Canvas reinforcer bags to be carried by staff and not pupils. Staff to be responsible for bag and to wash in the washing machine if contaminated</li> <li>• Seat covers to be purchased for soft furnishings and washed if contaminated</li> <li>• Pupils to have individual cushions if needed to support behaviour/seizures</li> </ul>	
<b>Hazard/Risk</b>	<b>Who is at risk?</b>	<b>How can the hazards cause harm?</b>	<b>Normal control measures</b>	<b>Additional control measures</b>	<b>Action completed by who, date</b>
Pupil or staff become ill whilst on site	Staff pupils	Spread of coronavirus	<ul style="list-style-type: none"> <li>• Identified area for pupils/staff to isolate if needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Increase the frequency of cleaning all rooms and shared spaces at the end of the day</li> </ul>	

			<ul style="list-style-type: none"> <li>• If a pupil shows signs and symptom – to be taken to a room where they can isolate.</li> <li>• Staff supporting students to be given appropriate PPE including mask/shield/apron and gloves. Pupils parents to be called</li> <li>• If a staff member is showing signs and symptoms they are to be isolated and provided with PPE in a bid to minimise them spreading the virus</li> <li>• Rooms to be well ventilated – windows open</li> <li>• Flow chart for procedures for illness to be shared with all staff and teams, to be presented in key areas and all staff to understand the procedures.</li> </ul>	<p>and also during the day by the engagement of daytime cleaners</p> <ul style="list-style-type: none"> <li>• Identified isolation space – PH/TH medical rooms . WH staff office.</li> <li>• Deep clean if isolation spaces are used</li> <li>• Phone DfE coronavirus helpline to discuss next steps</li> </ul>	
<b>Hazard/Risk</b>	<b>Who is at risk?</b>	<b>How can the hazards cause harm?</b>	<b>Normal control measures</b>	<b>Additional control measures</b>	<b>Action completed by who, date</b>
<b>Environment is conducive to the</b>	Staff Pupils	Spread of coronavirus	<ul style="list-style-type: none"> <li>• Ventilate school buildings windows and doors open, where it is safe to do so</li> <li>• Identified isolation rooms</li> </ul>	<ul style="list-style-type: none"> <li>• Identified isolation space – PH/TH medical rooms . WH staff office.</li> </ul>	



<b>spread of Coronavirus</b>			<ul style="list-style-type: none"> <li>Increase the frequency of cleaning all rooms and shared spaces at the end of the day and also during the day by the engagement of daytime cleaners</li> </ul>		
<b>Pupils behaviours</b>	Staff Pupils	Spread of coronavirus	<ul style="list-style-type: none"> <li>Behaviour plans followed</li> <li>Individual risk assessments</li> </ul>	<ul style="list-style-type: none"> <li>Use of PPE in the form of masks/shields/aprons/gloves to be used by staff when precursor behaviours are exhibited or behaviours such as spitting/smearing/urinating etc are in effect.</li> <li>Pupils who have such behaviours in their topographies to be identified</li> <li>Staff to carry equipment in their reinforcer bags</li> <li>On call to be used to support and guide</li> <li>Risk assessments to reviewed</li> </ul>	
<b>Hazard/Risk</b>	<b>Who is at risk?</b>	<b>How can the hazards cause harm?</b>	<b>Normal control measures</b>	<b>Additional control measures</b>	<b>Action completed by who, date</b>
<b>Fire Alarm</b>	Staff Pupils	Fire	<ul style="list-style-type: none"> <li>If the fire alarm sounds, then all small groups must make their way out to the fire assembly point</li> </ul>		

			<ul style="list-style-type: none"> <li>• To minimise contact, small groups will exit through their fire exit door and line up as per normal fire alarm procedure.</li> <li>• Pupils should still be encouraged to maintain a distance between each other</li> <li>• The adult must lead the line</li> </ul>		
<b>Principles for staff</b>	Staff Pupils	Spread of coronavirus	<ul style="list-style-type: none"> <li>• <b>Principles for staff in place:</b></li> <li>• Do not come to work if you have coronavirus symptoms or go home as soon as these develop (informing your manager), and access a test as soon as possible.</li> <li>• Clean your hands more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.</li> <li>• Use the 'catch it, bin it, kill it' approach.</li> <li>• Avoid touching your mouth, nose and eyes.</li> </ul>		

			<ul style="list-style-type: none"><li>• Clean frequently touched surfaces often using standard products, such as detergents and bleach.</li><li>• Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).</li><li>• Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters.</li><li>• Prevent your class from sharing equipment and resources (like toys).</li><li>• Keep your classroom door and windows open if possible for air flow.</li><li>• Limit the number of children from your class using the toilet at any one time.</li><li>• Limit your contact with other staff members, and</li></ul>	
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			<p>don't congregate in shared spaces, especially if they are small rooms.</p> <ul style="list-style-type: none"> <li>• Read the school's updated behaviour policy and confirm that you understand how your role is impacted</li> </ul>		
<b>Additional Control Measures</b> <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>		<b>Action by Whom</b> <i>(list the name of the person/people who have been designated to conduct actions)</i>	<b>Action by When</b> <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	<b>Action Completed</b> <i>(record the actual date of completion for each action listed)</i>	<b>Residual Risk Rating</b>
<b>DATE OF REVIEW:</b> <i>Record actual date of review</i>		<b>COMMENTS:</b> <i>Record any comments reviewer wishes to make. Including recommendations for future reviews.</i>			
<b>DATE OF REVIEW:</b>		<b>COMMENTS:</b>			

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