

POST-19 FIRST AID AND MEDICAL POLICY

Medical Policy

1. Our Vision

1.1 BeyondAutism is a charity dedicated to empowering people with autism to lead fuller lives through positive education experiences, training for the people who work with them and support for their families and carers.

2. Our Values

2.1 At BeyondAutism we are:

- Dedicated to delivering excellence – By developing expertise, outstanding services and positive engagement, always seeking to go above and beyond expectations.
- Committed to Applied Behaviour Analysis – By contributing to research and ensuring our staff continually develop and share best practice that ensure aspirational outcomes for people with autism are achieved.
- Respectful – By embracing diversity, showing integrity, acting with compassion and always treating people with dignity.
- Proud to challenge – By listening, changing thinking, shifting attitudes and educating.

3. Our Service

3.1 We want to see our students prepared for adulthood with a skill set that enables them to have choice and control over where and how they live, what they do and with whom. We believe that adults with autism should;

- Have a voice;
- Be involved in decision making;
- Be able to contribute to society as active citizens.

3.2 Through an individualised personal curriculum, our students follow a programme of study that best prepares them for adulthood, focusing on the skills required for independent or supported living, training and employment, health and wellbeing and community participation. By providing just enough support we are preparing our students for their lives after education.

3.3 BeyondAutism Post-19 is part of BeyondAutism, a registered charity. We provide education, outreach, training and support to children, adults and families affected by autism across the UK and abroad. BeyondAutism Post-19 operates across London and receives students from all local authorities within a reasonable travelling distance.

3.4 BeyondAutism Post-19 teaches adults aged 19–25 years old with autism and related communication disorders. The service is registered with the Department for Education as a special post-16 institution. Our approach is underpinned by the principles of Applied Behaviour Analysis (ABA) and Verbal Behaviour (VB). Our learners follow an individualised programme focused on developing communication and independent living skills in preparation for adulthood. Through partnerships with other organisations, our students spend around 50% of their week working and learning in their local communities.

3.5 The service includes a multi-disciplinary team approach, involving Broad Certified Behaviour Analysts, Qualified Specialist Teachers, Speech and Language Therapists and Occupational Therapists.

4. Administration of Medication during Service Hours: General Requirements

4.1 If a parent or student requires the Post-19 service to administer medication they must complete a medication request form obtained from the Post-19 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, home 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.

4.2 Only medicines prescribed by a UK Medical Practitioner can be administered.

4.3 The student'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.

4.4 With long term medication the request form must be accompanied by a letter from the student's UK Medical Practitioner which must include instructions regarding the quantity and frequency of administration.

4.5 Prescription medication must be brought into the Post-19 Hub 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 student's name and date of birth.

4.6 Prescription medication will be administered according to the pharmacy label instructions. If a student 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 student over the age of 16, is not deemed to have capacity, a best interest decision will be made in conjunction with the parents / carer about the administering of aspirin or medicines containing ibuprofen.

4.7 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 securely by a member of staff. Specific Care Plans for students will indicate where the medication is stored.

4.7 If students are working in the community, the emergency (such as an EpiPen) and non-emergency medication will be carried by that student's tutor. If a student is being collected from home the medication must be signed over to the Tutor from the parent/student using a Medical Record Sheet. The medication must be returned to the parent/student at the end of the day. It is not acceptable for staff to take medication home with them under any circumstances.

4.8 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 student's name, date of birth and date, together with the required dose. This is still true if the medication is purchased by students / parents / carer over the counter.

4.9 Full details of all prescribed medicines stored at BeyondAutism Post-19 will be entered into the Medical Record. Medical Records carried in the community must be returned to the Medical Folder as soon as possible.

4.10 Antiseptic/topical cream may be administered without a prescription where written parental / student permission for this has been obtained in advance.

4.11 Ventolin may be stored at the Post-19 service and may be administered by the designated First Aid Officer to a student who is registered as asthmatic at the service, without first getting the parents' permission, providing the student 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 service will endeavour to contact parents immediately / as soon after the asthma attack as possible. Details will also be recorded on SchoolPod.

5. Emergency Medication

5.1 Where long-term needs for emergency medication (such as EpiPen) exist, the service 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.

5.2 Students with long-term health needs or the need to administer emergency medication must have a specific Care Plan related to the condition which is written by the service and parents and with input from the student's medical professionals.

5.3 Detailed written instructions should be sent to the service and the student/parent/carer should liaise with the Head of Post-19, or ABA Supervisor. 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.

6. Parents' Responsibilities

6.1 All medicines must be handed over to the First Aid Officer or Post-19 Administrator. Medicines must not be kept in the student's bag or any area of easy access to the student and other students.

Students who have capacity to administer their own medication, these medicines must be stored securely in the medicine cupboard.

6.2 The request form must be completed and returned to the Post-19 Administrator or Head of Post-19. Failure to do so may result in the student not receiving medication while at the service.

6.3 If medication is brought into the service without the relevant forms completed, the medication will not be administered. BeyondAutism Post-19 will try and make contact with the relevant parent / carer to gain the necessary permissions and inform them that the medication cannot be administered. It is the responsibility of the parent / carer to ensure the correct forms are fully completed before medication can be administered by the service. All medication brought in to the service must be securely kept in the locked medication cabinet and handed over to the escort / parent / carer at the end of the service day. When working in the community, the medication should be stored with the tutor in a secure place.

7. Food Supplements / Alternative Medicines

7.1 According to best practice across the UK Education sector the service will not support students 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 students during service hours.

7.2 Parents and carers are permitted to attend the service to give food supplements / alternative medicines by prior arrangement with the service. Any such visits must be no more than once per day and at lunchtime.

8. Administering Medication

8.1 When medication is brought into the service this must be given to the Post-19 Administrator, First Aid Officer or Head of Post-19 and signed into the Medicine Stock Record and Medication Record Sheet. When working in the community, the medication should be handed to the Tutor and recorded on the individual Medication Record Sheet carried by that Tutor.

8.2 Two members of staff are required to administer medication. Both must sign the medication record sheet on each occasion that the medication is administered.

8.3 Before administering medication to a student, the members of staff must both check that the student'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.

8.4 Once per week, the student's Tutor (overseen by the Instructor) 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 Post-19 Administrator will notify parents. The Post-19 Administrator and student's tutor/ instructor will check expiry dates on a weekly basis.

8.5 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 student may spit out the medication, or refuses to take it.

8.6 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.

8.7 Where members of staff are lone working or based in the community, where possible the medication should be administered with a second member of staff, or a parent / carer. Where it is not possible to administer the medication with two members of staff the following must be done:

- The member of staff must sign the medication record sheet when the medicine is to be administered.
- The medication should be administered in a safe and suitable environment, away from distractions.
- The member of staff should notify the Post-19 Administrator; Head of Post-19 and ABA Supervisor that they are to administer medication.
- The member of staff should send a photograph of the label, showing the student's name, type of medication and dosage. The Post-19 Administrator; Head of Post-19 or ABA Supervisor must confirm these details are correct, using the Medication Record Sheet at the service. Once confirmed that the details are correct, they should notify the member of staff to proceed. In the event of any uncertainty, medication must not be administered until the uncertainty has been clarified.
- 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 student may spit out the medication, or refuses to take it.
- When a student is returned home, the medication must be signed over to the parent / carer and recorded for Medication Record Sheet.
- The Medication Record Sheet must be returned to the service as soon as appropriately possible.

9. Storage of Medication

9.1 All medication must be stored in the locked medication cupboard, or carried by the Tutor when accessing the community.

9.2 The medication cupboard is marked with a green cross, and located in the main teaching space at the Hub. Emergency medication is the exception to this; and will can be carried securely by the Tutor when accessing the community.

10. Medical Treatment

10.1 Medical treatment must be given in accessible toilet space, in the classroom (where appropriate) or the office space (if necessary).

11. 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. When working in the community, the Tutor should consult with a senior member of staff via their mobile phone, or in the case of an emergency dial 999.
- 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.

12. First Aid Boxes

12.1 First Aid boxes are held in the office space of the main classroom:

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

12.2 When first aid equipment is used, the first aid box must be re-stocked by the Post-19 Administrator.

12.3 On a half termly basis, the Post-19 Administrator must check the First Aid kit is fully stocked.

12.4 All staff working with students in the community must carry a first aid pouch, available from the office space in the main classroom.

13. Sickness while at the service

- If a student becomes unwell during the day, the service will contact the parents / carer to request that they come to collect their son/daughter.
- The sick student 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 student at all times in a safe space.
- If a student becomes sick in the community, the Tutor must inform the Head of Post-19 or a member of the senior team. Depending on the location of the parents / carer, the student will be dropped off at home or collected by a parent / carer. While a student is awaiting to be collected, the Tutor must ensure the student is kept in a safe and appropriate environment.

14. Head Injuries

- Any student 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 student must be informed and he/she will telephone the student's parents to inform them of the head injury received and send a letter home with the student at the end of the day.

15. Universal Procedures

- 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 student's clothing should be placed in a plastic bag and fastened securely ready to take home.

16. Recording Accidents

16.1 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.

17. Parental Consent to Medical Treatment

17.1 It is not a matter for BeyondAutism Post-19 to give consent to medical treatment for a student.

17.2 The role of the service is:

- to ensure that a student gains access to the medical services needed;
- to provide medical staff with parental / next of kin details and relevant information from the student's files (i.e. the medical consent form and information relating to known medical conditions and allergies of the student etc.), to enable them to make informed decisions - for example, if a student is one of Jehovah's Witnesses and parents or student have not given their consent 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 being administered to the student.

18. Medical Consent Form (see Appendix B)

18.1 Parents / carer or students (with capacity) will be asked on admission and at each termly parent meeting to sign a general medical consent form that enables the student to gain access to medical treatment. This consent form will allow the parent or student to specifically exclude consent to certain treatment, e.g. blood transfusions.

18.2 Where a parent or student elects to exclude certain types of treatment BeyondAutism Post-19 reserve the right to request further information in writing in order that this may be passed on to the relevant medical staff if needed.

18.3 BeyondAutism Post-19 will endeavour to bring the consent form to the attention of the treating medics so they are made aware that parents or students do not consent to specific treatments or procedures. Every effort will be made to achieve this objective but BeyondAutism Post-19 may in emergency situations be unable to guarantee this in every situation.

18.4 BeyondAutism Post-19 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.

18.5 Tutors who assist parents/carers/students on appointments to the doctors, dentist or for other medical treatment must do so with an individual who has consent for that student. E.g. a parent or carer with parental responsibility. Tutors, or other staff are not able to make medical decisions on behalf of students / parents / carers.

19. Trips Abroad

19.1 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.

19.2 Parents / carers and students should be aware that BeyondAutism Post-19 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 / carers and students do not consent to such treatment.

20. Parental / Carer / Student Consent

20.1 Prior to a trip, parents / carers or students with capacity should be asked to sign a medical consent form. If a parent / carer / student does not agree to the provision of certain treatment or procedures, BeyondAutism Post-19 will draw up an agreed medical emergency plan with the parent / carer / student prior to the trip abroad. The plan will make clear that the services' position is non-negotiable. If parents / carers / the student do not agree to this, the Head of Post-19 may decide to withdraw the student from the visit, given the additional responsibility this would entail for the group leader.

20.2 The role of the service will be to ensure that:

- a student gains access to the medical services needed
- medical staff are provided with parental and student details and relevant information from the service 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 being administered to the student.

20.3 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 service staff – the medics will decide how to proceed. If the medics feel it is in the student's best interests, then they may well decide to go ahead with the treatment without parental consent.

20.4 BeyondAutism Post-19 is under no obligation to investigate how the provision of emergency medical treatment operates in other countries. If parents are unsure about the student'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 from the trip.

21. Life or Death Situations

21.1 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.

Written: March 2019

Date of next review: March 2022

Review group: Post-19 Advisory Board

Appendix A Request for Post-19 to administer medication

(Please complete as much information as possible)

DETAILS OF STUDENT

Surname

Forename(s)

Address

Post-19 Year Group (1 / 2 / 3 etc.).....

Condition/Illness

MEDICATION

Name/Type (as described on container)

For how long will you / the student 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 student (if appropriate):
.....

Address

I understand that I must deliver the medicine personally to a first aider/ Instructor
or the Head of Post-19 and accept that this is a service that the school is not
obliged to undertake.

Signature Date.....

Print Name:

Appendix B Medical Consent Form

STUDENTS'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 student, hereby consent to the staff of BeyondAutism Post-19:

- 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 the named student to hospital should he/she require urgent medical treatment;
- iii) Treating the named student 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 the named student may have an allergy

I do not wish the named student to receive the following medical treatment:

.....

(please specify)

I understand that BeyondAutism Post-19 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 Post-19 Medical Policy for further details.

Signed: Signed:

Print Name: Print Name:

Dated: Dated: