

Policy	Medical Policy (incorporating Medication policy)
Version	1.0
Synopsis	This policy details what provision is made by Shaftesbury School to ensure that boarders have access to appropriate medication and medical provision
Introduction	May 2016
Review Date	
Related policies	Safeguarding, health and safety
Reviews:	

BARTON HILL HOUSE MEDICAL POLICY (Incorporating Medication Policy)

This policy applies to all students who are boarders at Barton Hill House and attending Shaftesbury School. The school and boarding programme are committed to ensuring the safety and welfare of all boarders 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.

Barton Hill House has a number of trained first aid staff and any student requiring other treatment/diagnosis will be referred to the appropriate service. This applies whether the treatment or medication is either long or short term and will take into account the individual's needs.

A boarder'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**.

Student Expectations

- To keep the boarding staff generally informed of any medical problems or questions. Students can withhold information if they so wish but we request 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 to a member of the boarding team for safekeeping unless deemed able to self-medicate.
- To co-operate with and follow instructions as appropriate of the boarding staff.
- Students are entitled to make a medical appointment out of school hours. Any prescribed medication issued must be handed to house staff for safekeeping, unless deemed able to self-medicate. Those students deemed able to consent to their own treatment 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 appropriate absence coding.

Responsibilities of the Boarding Staff Team

- To ensure all boarders are registered with Dr Emms at Abbey View Medical Centre, Shaftesbury and to accompany students to appointments as appropriate.
- To dispense and record all doses of prescribed and non-prescribed medication; students are allowed to administer where appropriate.
- To keep accurate records of treatments and medication given to students by ALL staff on duty.
- To keep an accurate record of accidents which occur within the building and grounds of Barton Hill House and when students are under staff care and control, or involved in activities organised by Barton Hill House.
- To respond appropriately to any routine/emergency medical situation.
- To keep parents or guardians informed of a student's condition and progress if they are unwell or in need of treatment.
- Emergency dental treatment: students will be offered private dental treatment if NHS is unavailable. In this instance parents may be liable for the costs incurred.
- If necessary, collect any student taken ill in school and apply the appropriate level of care.
- To co-ordinate with the School Health Team regarding routine immunisations and inoculations. 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 Barton Hill House/Shaftesbury School.
- To keep students informed of ongoing medical appointments and accompany if necessary; however, students have the right to ask a member of staff to withdraw from the consultation.
- To accompany students, as appropriate, to appointments.
- To provide suitable facilities for both genders in the event of the need for provision of care during illness or infectious disease.
- To consult and inform on care plans to ensure the appropriate level of care and supervision according to each individual need.

- Maintain constant dialogue with local health authorities and the Boarding School Association 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. A medical condition does not normally mean a boarding place cannot be offered or have to be withdrawn but in order to ensure that we can meet the boarder's medical needs this information is important.
- provide information regarding immunisation or inoculation specified on the medical information form.
- To arrange routine dental, orthodontist and optician appointments during school holidays where possible.
- To assume responsibility for the student if they are medically unfit for school. It is not expected any student will remain in the boarding house for more than three days of being unfit. In the case of long-term illness it is a clear expectation of the parent/guardian that they keep the student in the home environment until the student is fit to make a full return to school life.
- To assume responsibility, as soon as it is practical, if a student is in need of medical surgery or a treatment which may include a stay in hospital.
- On return to the boarding house ensure any prescribed or non-prescribed medication should be handed to a member of staff, discuss if necessary, and if not deemed able to self-medicate, ensure it is clearly labelled with the student's name and full instructions.

Emergency Treatment

In cases of 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 staff.

THERE SHOULD BE VERY CLEAR WRITTEN INSTRUCTIONS FROM ALL PERSONS WITH PARENTAL RESPONSIBILITY IF CONSENT IS NOT TO BE GIVEN IN ANY CIRCUMSTANCES WHEN THE PARENT/GUARDIAN CANNOT BE CONTACTED; THIS AUTHORISATION IS PART OF THE INDUCTION FORMS.

Notification, Assessment, Recording and Storage of Medicines

Students can request to self-administer any medication but a risk assessment form will be completed to determine whether the student is capable and competent to do so and reviewed annually or more frequently depending on the circumstances.

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.

This also applies to non-prescription medicines. If pupils wish to provide their own to self-administer, parental consent and an appropriate risk assessment form 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 and a detailed stock count maintained in an appropriate file.

Procedure of Administering Medicines

The law states that anyone may administer a prescribed medicine to another, in accordance with the prescriber's instructions (except for injections).

Medicines must not be shared, or dosage altered at any time.

Only the Head of Boarding and Senior House Parents will administer medication which will be stored at all times in a locked cupboard, the keys to which are held by the on-duty houseparents. The exception to this is inhaler devices and adrenaline auto injector pens, which should be easily accessible at all times and may be kept by the students.

Self-administration of Medication

In general, students aged over 16 years are deemed to be responsible for the safe storage and self-administration of their medicines.

Students will be risk assessed as to whether they can self-medicate and at all times the boarding staff reserve the right to adjust this provision based on any risks that may be posed. The risk assessment form will be kept in their medical files.

Pupils are reminded of the importance in storing medicines safely and securely and must have access and keys to a suitable locked drawer/cupboard.

Competency

Children over 16 years have the same rights to confidentiality and consent as adults.

Under 16 years of age, children can consent to medical treatment if they are deemed to be Gillick competent.

If a Gillick-competent child attends surgery without his or her parents or guardians, Health Care Professionals should consider securing the patients' consent. Professional medical bodies advise:

'You must assess a child's capacity to decide whether to consent to or refuse proposed investigation or treatment before you provide it. In general, a competent child will be able to understand the nature, purpose and possible consequences of the proposed investigation or treatment, as well as the consequences of non-treatment'.

And:

'Where a child under 16 years old is not competent to give or withhold their informed consent, a person with parental responsibility may authorise investigations or treatment which are in the child's best interests'.

Boarders who are over 18 are subject to the same conditions and a risk assessment of their ability to self-medicate will be completed. Although 18 we have a duty of care to them and all the others in the boarding house.

Medicines and Health Provision for Off-Site Visits and Trips

First aid kits, travel sickness tablets, and in some circumstances analgesia, will be carried by Houseparent's during off site visits/trips. Any treatment or medication administered to be recorded and transferred to student 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 student who needs to use crutches, a wheelchair or other medical aids will be assessed as part of the care plan drawn up. A risk assessment will be completed to ensure the appropriate use of the equipment and the student will be transferred to the medical room if accommodated in areas other than on the ground floor. We reserve the right to move a student to the medical room if it is in the best interests of the care plan.