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1) Are your passenger transport assistants permitted to administer any medication to passengers?

Yes – Achieving for Children (AfC) employ Advanced Passenger Assistants, alongside Passenger Assistants, (APA and PA) who are specifically trained on routes within LB Richmond to provide emergency medication on transport. We have recently reviewed this policy on medication and our policy is as follows:

All members of transport staff have received accredited emergency first-aid training. Although there is no statutory duty for transport staff to administer medication, they are expected to ensure the health and safety of all pupils in their care. First-aid training includes: managing the symptoms of shock; dealing with an unconscious casualty; cardiac arrest and cardiopulmonary resuscitation; choking; and seizures. The emergency services can advise members of transport staff about the closest automated external defibrillator for use in treating a patient in cardiac arrest.

AfC will ensure that every driver and passenger assistant is able to respond to an emergency situation; however, they will not normally be expected to administer medical assistance. Every parent, as part of their application, is required to provide detailed information directly to the SEND Transport Service about their child's SEND and medical needs. This information forms the basis of the pupil's transport plan. In some cases, where a child has very specific and complex needs, an additional care plan from medical professionals may be required.

Members of transport staff are not permitted to carry or administer medication or to replace medical accessories (for example, gastrostomy or tracheotomy tubes) on board a vehicle. The exception to this are pre-loaded EpiPens® or pre-loaded buccal midazolam devices as these devices are loaded with the correct dosage of medication and do not require members of transport staff to accurately measure medication within a confined and possibly moving space.

In the event of an emergency on board a vehicle, the procedure is for the passenger assistant or driver to seek guidance from medical professionals by calling 999 and asking for a paramedic crew to attend the scene. It is for parents or carers to decide whether they wish for their child to travel on regular transport in these circumstances.

Where it is assessed to be unsafe for a pupil with complex or acute medical needs to travel with only a passenger assistant, AfC will seek to secure a medically-trained professional, such as a nurse, to accompany the pupil on the vehicle. A risk assessment will be undertaken to ensure the correct level of medical support can be arranged.

This policy was written following consultation with parent groups and organisations in Richmond and subsequently endorsed by Councillors, through each Boroughs governance arrangements.

2) Please can you provide a copy of the procedure/guidance that PTA are provided with regarding the administration of medicines.

AfC PA's undergo First Aid Training via an external provider (Emergency First Aid Training & Solutions Training & Advisory Limited). They provide each PA with a document setting out the training and delivery procedures. Each of these providers would have to be contacted directly if you wanted to secure copies of their literature etc.

Please find below an example of course content for the EFA course delivered to us. Everything they teach and practice is geared towards a PA looking after a young person which includes a small child, older child and adult in a vehicle. The training scenario used is the school run.

1. What is First Aid and what are the Aims of first aid
2. Shock. How to recognise it and how to treat it.
3. How to make an emergency phone call
4. Primary and Secondary checks. Looking for life threatening conditions and Injuries.
5. How to deal with an unconscious casualty
6. The Recovery position
7. How to recognise someone who is not breathing properly and what to do about it.
8. Disorders of circulation. Recognition and treatment
9. Heart Attack. Recognition and treatment
10. CPR, How and when to do it
11. Choking. Conscious and Unconscious.
12. Seizures. What to do.

3) Please can you provide me with the guidance /procedure for authorising that medicines can be administered?

The procedure for authorising that medicines can be administered is based on APA / PA certification, and all APA's & PAs would receive a certificate for the relevant first aid and medical training they have completed.

4) Please provide a copy of the procedure/guidance/literature/agreements that parents are provided with regarding permissions for PA's to administer medicines.

All parents are provided with details of our policy in writing regarding transport provision and are expected to provide detailed information about their child's medical needs on an application form before the service commences. We make it clear in our policy as to how medical incidents would be managed in terms of which medication can be provided. In addition, we carry out risk assessments for pupils on transport based on their needs.

The information on medical needs is gathered at the point of application, see link below, this is then shared with the APA and confirms the details of medical need including medicine in an emergency and dosage. As this is often information not held by SEN Team, or recorded in the EHCP.

<https://www.afclocaloffer.org.uk/pages/home/education/sen-transport/online-application-form-for-sen-school-transport-assistance>

5) *What medicines are PA permitted to administer?*

This is detailed in our policy which is described above, see question 1 above.

6) *What training do PTA receive for the administration of medicine?*

From our answer to question 2, all PA's are provided with first aid training and, where the passenger requires, they are also trained to administer pre-loaded EpiPens® or pre-loaded buccal midazolam. This is detailed in our policy attached.

7) *Are all PTA trained to administer medication, or numbers on current demand.*

Please see question 6 above.

8) *Please can you provide me with a copy of your policy on the administering of medication?*

Please see question 1 above.

9) *What is the Hourly rate for PA who is trained to administer medication (not including on cost)?*

This information is held by AfC which is a separate public authority; please note you may make a separate FOI request to them via:

<http://www.achievingforchildren.org.uk/foi>

10) *What is the hourly rate for a PA who is not trained to administer medication?*

Again; this information is held by AfC; please note the above web-link.

11) *If your policy is not to administer medicine , please can you provide a copy of the advice or policy statement confirming how the driver/PTA would respond in a situation where a child was, for example fitting and needed rescue medication.*

Not Applicable - please see answers above.

12) *Who provides the Training (internal or external) - please name the provider?*

First Aid and medical training is currently provided either by Emergency First Aid Training, or by Solutions Training & Advisory Limited

APA advanced training is provided by Solutions Training & Advisory Limited

LB Richmond – 1 day Advanced Passenger Assistant Training

Course content:

- Basic Oxygen therapy skills.
- Dealing with Asthma.
- Basic Suction therapy skills.
- Emergency management of a Hickman Line.
- Emergency management of accidental removal or displacement of a Nasogastric tube.
- Basic awareness of a urine catheter leg bag.
- Basic emergency management of an epileptic fit.

- Basic medicine administration and management
- Problem solving.

Epilepsy management training has previously been provided by Epilepsy Awareness Ltd, but now we use Solutions Training & Advisory Limited for this, so they can train on the management of epilepsy as well as the administration of Buccal Midazolam.

13) Are the PA's employed by the Authority or provided by an outside contractor.

Based on our application process (see above) any child identified as having a significant medical need is supported by an APA / PA employed by Achieving for Children Ltd (which provides Children's Services for Kingston & Richmond residents).

All AfC APA's and PA's are subject to the same consistent training and service standards.