



Singing for all ages

S C Choirs

Medical Care and Medication Administration Policy

This policy applies to all staff, including the board of trustees, paid staff & contractors, volunteers and sessional workers, students or anyone working on behalf of S C Choirs.

The purpose of this policy:

- to provide staff and volunteers with the overarching principles that guide our approach to medical care
- to enable medical care and medicine administration to take place within a safe environment for both administrator and recipient

S C Choirs is an organization that takes members to various rehearsal and performance venues for up to significant periods of times. We recognize therefore that there are different types of medical care that staff, contractors and volunteers (known as personnel from here) may be asked to carry out. We believe it is important to ensure the safety and happiness of all members at these times.

Types of medical care

First aid is probably the most common type of medical care that our personnel are asked to carry out, and describes the action taken to help a victim of an accident or injury in order to save life and secondly to limit the extent of any injuries until professional medical treatment can be administered.

The second category of medical care comes under the heading of simple personal nursing care. This may be more relevant in an overnight stay or extended rehearsal / performance session where an individual's regular routines need to be supervised or medication administered.

This could range from supervising the use of an inhaler to administering prescription medication. In cases such as these, permissions and further information need to be sought before S C Choirs' personnel could undertake such duties.

Providing appropriate medical care

There is no legal requirement for S C Choirs personnel to undertake medical care other than first aid. Our personnel are expected to act in the same way as a sensible adult, taking responsible care for the safety and health of those in their charge. They must not prescribe prescription drugs, but can hand them out in accordance with a doctor's prescription.

S C Choirs personnel must be informed by the parents or carers of any individual of any specific medical condition, medication, treatment or allergies which may need attention during the period of an activity. A wide range of medication can be purchased without prescription over the counter at pharmacies. These should not be administered without parental/guardian consent.

Child & Adult Protection and protecting our personnel

When delivering some appropriate medical or nursing care of a more personal nature you will need to protect both your members and your leaders or helpers. Our first concern should be for the safety and security of all members. Please refer to SCC Overall Safeguarding Policy.

Some essential guidelines to ensure appropriate medical care is given:

- Know if our members have any particular needs, from medical requirements to challenging behaviour, via the annual registration form or parental letter in between. .
- Parents/guardians must provide details when requested of the name, dosage and time of any medication to be taken using S C Choirs Medication Administration form. Note this is not for during routine rehearsals but is for extended rehearsals/performance activities.
- Prior to any personal care tasks being undertaken S C Choirs must get approval from parents or carers regarding the level of personal care they are allowed to give and in what circumstances.
- Seek training and advice on how to undertake the personal care - this would be best obtained from the parents or carers.
- S C Choirs will ensure the member is given privacy and treated with dignity while tasks of a personal nature are carried out. Total confidentiality must be maintained. This includes respecting the wishes of parents not to discuss medication needs in front of other parents and respecting that medications might need to be administered away from the view of other young people.
- Agree with the parents or carers who is able to undertake personal care, usually the Chaperone but under certain circumstances it may be another e.g. where a sibling is used to performing certain tasks as a matter of routine, for example.
- Chaperones must make it known to other chaperones when undertaking such duties – in order to avoid being open to question.
- Record any personal care tasks undertaken giving time, date, function and if there were any problems - the parents or carers may need this information.
- Giving of medication should only be undertaken under strict instructions from the parents or carers and only given by S C Choirs' personnel with the appropriate expertise and who has been designated for the task.
- Where necessary, ensure that appropriate training is given to those administering medication.
- Record any medication given - date, time, who gave it.
- Ensure everyone concerned knows what to do in cases of 'anticipated emergencies' such as when a 'hypo'* occurs and be aware of any 'warning signals' which the individual gets. Make sure that any emergency supplies, such as biscuits, are accessible and their storage place is known.

- Never administer aspirin to any child under 16 unless prescribed by a doctor. If the young person is 16 and over and is capable of giving consent, written parental consent may not be necessary but the leader must still be certain that the person is not allergic, is not under any other medication and does not have a stomach ulcer.

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 26th February 2016

Signed:

(this should be signed by the most senior person in your organization; eg the safeguarding lead on your board of trustees)