



MEDICATION & MEDICAL CONDITIONS POLICY

This policy was reviewed on:	2 nd November 2021
Date to be reviewed:	2 nd November 2022
Signature of person responsible:	M. Wittenberg
Name of signatory:	Michelle Wittenberg
Role of signatory:	Manager



POLICY STATEMENT

The safety of the children and young adults in Kef's care is maintained as the highest priority at all times, both on and off premises. Every attempt is made to ensure the security of children is maintained at all times. To ensure the safety of participants, every participant is risk-assessed to determine the level of care needed.

Safe administration of medication is of the highest priority for Kef. In a residential setting, acting in loco parentis, Kef has a duty to take reasonable care of children which includes having to administer medicines and/or prescribed drugs. This may be required for regular medication or those requiring occasional dispensing of medicines.

KEF will make every effort to safeguard the health and safety of those children/young adults who may be more at risk than others due to existing medical conditions.

MEDICATION MANAGEMENT AND ORGANISATION:

When medicines are to be administered in KEF it is essential that safe procedures are established which are acceptable to appropriate staff involved.

- KEF provides parents with clear forms to complete to provide all relevant information regarding the dispensing of medication. This includes instructions on the medication, the dose to be administered, the time to be given and for what period. This information is included in the registration form which is signed by the parent or guardian and is retained on file for reference by staff.
- Only the prescribed/recommended dose will be administered. This cannot be changed unless by instruction from a medical professional, or parents if appropriate.
- The camp doctor/nurse/medic will be responsible for managing the administration of medicines and drugs.
- All Staff should be able to act safely and promptly in an emergency situation, as well as with the routine administration of medicine
- Where appropriate and agreed by the camp doctor, parents and relevant staff member, the child's counsellor/division head may administer medication if they have received appropriate training.
- A record should be kept of all the medicines and drugs administered by the Doctor and all medication administered must be witnessed by another member of staff.

MEMBERS OF STAFF RESPONSIBLE FOR MANAGEMENT AND ADMINISTRATION OF MEDICINES:

- Dr David Spitzer
- Medic Benzy Lebrecht

MEMBERS OF STAFF TO ADMINISTER EMERGENCY MEDICATION:



All counsellors/rotators responsible for children or young people who suffer from epileptic seizures or severe allergies, and who have emergency medication are trained in the dispensation of emergency seizure medication.

CHILD'S APPROPRIATENESS FOR CAMP

Any child who has been admitted to hospital within 6 months prior to camp must receive written permission from their GP that they are fit to attend. KEF management reserve the right to request a second opinion (from KEF medical staff).

OFF-SITE TRIPS

KEF residential programmes include outings to different locations. KEF endeavours to include all children on these trips regardless of their medical needs – where safety permits. Risk assessments are carried out for all activities to ensure the safety of all our children.

TAKING MEDICATION ON OFF-SITE TRIPS

It may be necessary to take medication for children on an offsite trip, i.e. adrenaline injectors, inhalers or epilepsy emergency medication. Emergency medication must be taken on all trips, even where a trained member of staff is not present. In this case medication should be given to paramedics to administer when necessary.

In cases of eczema or skin conditions it will be expected that the child/counsellor rather than medical staff will be responsible for administering creams/lotions.

NUT ALLERGIES/ANAPHYLAXIS PROCEDURES

Medication for the treatment of nut allergies will be kept near the child at all times, with an additional set of medication stored in the kitchen.

EMERGENCY PROCEDURES

In case of emergency, KEF staff will call an ambulance and contact the parents. When conditions require immediate emergency treatment, trained staff may volunteer to administer medication or emergency procedures such as resuscitation. A member of staff should always accompany a child taken to hospital by ambulance and should stay until the parent/carer arrives.

HYGIENE AND INFECTION CONTROL

All staff will be familiarised with standard precautions for avoiding infection and follow basic hygiene procedures, especially with Covid-19 concerns. Staff will have access to protective disposable gloves and take care when dealing with blood or other bodily fluids and disposing of dressings or equipment.

STORAGE OF MEDICATION

All medication will be stored in the designated medication areas i.e. the secure medication room/cupboard on site or fridge (depending on prescriber's instructions.) Adrenaline injectors, emergency seizure medication and inhalers will be readily available and not locked away.

STAFF DEVELOPMENT

All staff and medical personnel will be inducted into the contents of this Policy.