



MEDICAL CONDITIONS & MEDICATION POLICY

This policy was reviewed on:	November 2025
Date to be reviewed:	November 2026
Signature of person responsible:	A. Morris
Name of signatory:	Adina Morris
Role of signatory:	Head of Programmes



POLICY STATEMENT:

The health and safety of the children and young adults in KEF KIDS's care is always maintained as the highest priority. Every attempt is made to ensure that the health and well-being of all children and adults is always maintained, and the appropriate assessments are carried out to determine the level of medical care needed for each service user according to all existing medical conditions and identified care needs.

This policy aims to ensure that children and adults at KEF KIDS with medical conditions are properly supported to allow them to access KEF KIDS programmes and that KEF KIDS service users and their parents/guardians understand how KEF KIDS will support them.

KEF KIDS management will:

- Ensure that systems are in place for obtaining information about service user's medical needs and that information is kept up to date.
- Ensure that sufficient staff are suitably trained and competent before they are responsible for supporting young people with medical conditions, including management of emergency situations
- Ensure that all staff who need to know are aware of a child or adult's condition
- Make sure that KEF KIDS staff and volunteers are appropriately insured and aware that they are insured to support the child and adults at KEF KIDS in this way.
- Make sure that all relevant staff and volunteers are aware of this policy and understand their role in implementing

Parents and guardians of service users are responsible for providing KEF KIDS with sufficient and up-to-date information about their child's medical needs including any additional information requested by KEF KIDS. Parents and guardians of service users are responsible for carrying out any actions they have agreed as part of the young person's care plan e.g., providing medicines and equipment. Where appropriate, service users with medical conditions should be involved in discussions about their medical support needs and contribute as much as possible to the development of their care plan.

MEDICAL ADVISOR:

KEF KIDS's medical advisor/GP makes themselves available to offer guidance or advice at times when expert advice is needed. KEF KIDS's medical advisor will be consulted before acceptance of new service users joining KEF KIDS with medical conditions to help assess the individual's medical condition and their suitability to join KEF KIDS's programmes and provide advice on developing their care plan. KEF KIDS's medical advisor will be notified when a service user has been identified as having a new medical condition.

Any child who has been admitted to hospital within 6 months prior to a residential scheme, must provide up-to-date medical records for KEF KIDS's medical advisor to review to ensure that they are fit to attend. KEF KIDS's management reserve the right to request any necessary additional information.



EQUAL OPPORTUNITIES:

KEF KIDS endeavours to include all service users in the various programmes and opportunities available at KEF KIDS, regardless of their medical needs – where safe to do so. KEF KIDS considers what reasonable adjustments need to be made to enable these young people to participate fully and safely. Risk assessments are carried out so that planning arrangements take account of any steps needed to ensure that service users with medical conditions are included. In doing so, service users, their parents or guardians and any relevant healthcare professionals will be consulted.

INDIVIDUAL CARE PLANS:

KEF KIDS ensures to develop care plans for all service users. Care plans are reviewed at least annually, or earlier if there is evidence that the individual's needs have changed. Care plans are developed in partnership with the parents or guardians – and with input from service users where ability allows, based on the information that they have provided as well as any relevant professionals, such as the participant's school or specialists who can best advise on their specific needs. Service users with medical conditions should have all the relevant information included, such as any triggers, symptoms and treatments including medications and the level of support needed, including in emergencies. If a service user is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring where required.

MEDICATION MANAGEMENT AND ORGANISATION:

Safe administration of medication is of the highest priority for KEF KIDS. KEF KIDS has a duty to take reasonable care of children and adults which includes administering of medicines both prescribed and non-prescribed. This may be required for regular medication or those requiring occasional dispensing of medicines during KEF KIDS local day-care programmes or residential schemes, where staff and volunteers are acting in loco parentis.

When medicines are to be administered in KEF KIDS it is essential that safe procedures are established and followed:

- KEF KIDS will only accept medicines (both prescribed and non-prescribed) that are in-date, labelled and provided in the original dispensing container including instructions for administration, dosage and storage. Only the prescribed/recommended dose will be administered, unless by instruction from a medical professional, or parents in writing where appropriate.
- KEF KIDS 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. Any amendment can only be made if written instructions are received.
- On residential schemes, the responsible medical individual (Doctor/Nurse) will be responsible for managing the administration of medicines.
- All staff and volunteers have a duty to act safely and promptly in the routine administration of medicine



- Where appropriate and agreed by the clinical lead, parent/guardian, the child's counsellor/division head may administer medication with the appropriate training.
- A record of all the medicines administered will be kept.

STORAGE OF MEDICATION

All medication will be stored safely and securely in designated medication areas i.e. the secure medication room/cupboard on site or fridge (depending on prescriber's instructions.)

Emergency medications will be readily available and not locked away and will be taken off-site with the service users as necessary.

MEDICATION REVIEW PROCESS:

Before each residential scheme or at least once per year, paperwork for all service users is reviewed.

The process for reviewing medical information is as follows:

- Medication form is completed before every scheme by parent/guardian
- Paperwork is reviewed by KEF KIDS office staff and medical advisor as required
- Daily drug chart is prepared according to the medical form provide
- Parents/guardian deliver medication in person in advance of residential scheme to ensure that medication supplied tallies with prepared drug charts and that enough medication for the duration of the scheme is provided.
- Medication is prepared on site by residential scheme medical team.

EMERGENCY PROCEDURES:

In case of emergency, KEF KIDS staff will render the necessary care deemed advisable and will notify parents/guardians as soon as possible, this may involve calling emergency services and/or administer medication or emergency procedures such as resuscitation. A member of staff should always accompany a service user taken to hospital by ambulance unless their parent/guardian has arrived in time to do so.

Staff directly responsible for children and young adults who require emergency medications for example epileptic seizures or severe allergies, are trained in the dispensation of the relevant emergency medication and are aware of all details of the individuals emergency protocol.

HYGIENE AND INFECTION CONTROL:

All staff and volunteers will be familiarised with standard precautions for avoiding infection and follow basic hygiene procedures. 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.

STAFF

Relevant staff and volunteers will receive induction and ongoing guidance on the contents of this policy to ensure they understand their responsibilities and follow best

DEVELOPMENT:

practice.



REVIEW _____ **OF** _____ **POLICY:**
This policy will be reviewed annually or sooner if required by legislative changes or
the operational needs of KEF KIDS.

Responsibility for the implementation and review of this policy rests with the KEF
KIDS Executive Committee and Board of Trustees.