



FIRST AID AND MEDICAL POLICY

Rationale

First Aid should be left to those members of staff and volunteers who are qualified first aiders. However, all Sound Church staff have a general duty to act 'in loco parentis' in emergencies. Sound Church will try to provide assistance and support for children & young people who have to manage medical conditions during attendance of any Sound Church activity or event.

Purpose

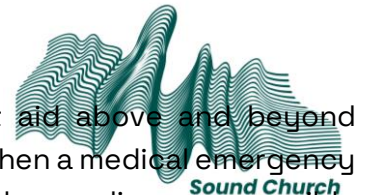
To clarify the role and expectation of staff as a whole concerning children and young peoples' medical needs.

To clarify the role and expectations of Sound Church First Aid Team volunteers.

In addition, to confirm that we will try to exceed the basic recommendation for first aiders, which is for two employees to have a First Aid at Work certificate.

Guidelines

1. Sound Church is not responsible for administering any medication prescribed by doctors or requested by parents/carers, neither is Sound Church responsible for ensuring that young people do this themselves
2. Staff must allow young people to administer their own medication as prescribed or necessary (providing that there is a written note of explanation from parents). Young people should only carry the quantity of medication required during the attendance of a Sound Church activity or event. Children or young people with Epi-pens should carry these at all times.
3. On the request of parents or carers with parental responsibility, Sound Church will look after prescribed medicines for young people. Prescribed medicines should be brought to Sound Church, by a parent/guardian only, in their original container/packaging which shows name, dosages etc, and accompanied by a completed medication form available from Sound Church. Whilst it is not the responsibility of staff to ensure that these are properly administered, they will, of course, help when necessary and possible. They will record that they have done so using the First Aid Incident Reporting Form.
4. A written record is kept of all medication administered to children, young people and adults.
5. In a medical emergency staff may administer an Epi-pen if a person is unable to do this for themselves. In the context of children and young people, this should be provided by parent/guardian. The child should be made aware of the location of the Epi-Pen whilst they are at Sound Church and parents/carers should also notify the appropriate staff member of it's location whilst they attend the Centre. Other medicinal drugs should not be given to children or young people by members of staff unless written consent from parent/carer or GP has been received, (except in those cases covered by point 3 above).
6. Some young people will have care plans which will inform staff of a child's needs and which will contain advice and guidance which should be followed.



7. Staff and volunteer first aid team should only administer first aid above and beyond reasonable first response measures if they are qualified to do so. When a medical emergency occurs, they will inform the first aid staff or volunteer, in person or by sending a responsible young person.
8. If qualified first-aiders cannot deal with a medical emergency they will call an ambulance. If they are uncertain of the best action to take, they will contact parents or those with parental responsibility. If parents are unavailable, this should not result in a delay obtaining medical attention.
9. In the event of a reported bump to the head, the child or young person will be monitored for an hour. Parents / Carers should be informed.
10. Any accident where first aid is administered to children and young people or adult in Sound Church will be recorded on the online Incident Reporting Form for Sound Church.
11. Staff and Volunteer First Aiders in Sound Church should only provide first aid to those of the same sex – eg male to male and female to female. In the rare event that no other first aiders are present of the same sex, then permission must be sought to have a third member present for the individual who is receiving the first aid.
12. Guidelines where there is a need for an ambulance:
 - When an ambulance arrives, the paramedics take charge and will inform Sound Church of their proposed course of action
 - A member of staff who is in full possession of the facts will contact a parent/carers with parental responsibility. This will usually be the first-aider in attendance.
 - A parent or carer with parental responsibility will be informed when an ambulance is preparing to leave Sound Church. They will be asked to attend the hospital on the child or young person's arrival or as soon as possible. The ambulance will not usually leave the premises (except in extreme emergency) until Sound Church knows that a parent/carers had been contacted.
 - If Sound Church is unable to get hold of a parent/carers or any other recognised emergency contact, a member of staff who is DBS checked will go with the young person and the centre will continue to try to contact parents.
 - If a parent/carers is contacted but is unable to get to the hospital in time for the child's arrival, a member of staff will accompany the ambulance to the hospital.



Policy for the storage of medicine during Sound Church off-site events

Sound Church maintain it is the responsibly of the adult or a child/young persons parent/carer to be responsible for the safe keeping of any medicine in which they or their child may need during an off-site Sound Church event.

Sound Church require that any medicine brought to a Sound Church off-site event, which requires refrigeration, is locked in a container that only openable using a key or a code.

The child or young persons responsible adult, or the adult themselves, is responsible for the provision of their own fridge and locked box. It is their responsibility to ensure that the fridge and locked box are adequately secure and reliable. It is their responsibility to ensure that they keep the key / code secure at all times.

Sound Church do not take any responsibility for the safe keeping or security of the fridge, nor the key or the code.

Provision of first aid

The trained first aiders for this Centre are:

Name	Location
Sound Church Staff	Freedom House

First aid boxes are located:

- *Kitchen (including Burns Kit and Eye Wash)*
- *Studio*
- *Reception*
- *Boat Room*
- *Lighthouse Room*
- *Youth Room*
- *Freedom Auditorium (Team Point and Kitchen for Burns Kit and Eye Wash)*
- *Albert Villa Staff Room*
- *Apartment*

All instances where first aid is administered are recorded in a log book, which can be accessed via a QR code which is in all first aid kits. Records are retained in line with our GDPR policies.