

Rationale

ACT 2 CAM is committed to ensuring the **health, safety, and welfare** of all participants, staff, volunteers, and visitors. This policy provides clear guidance for managing **medical needs, administering medication, recording health information, and responding to emergencies**, both on-site and off-site.

Purpose

- To provide safe procedures for **administering medication** to participants.
 - To ensure accurate **recording and storage of health information**.
 - To protect the health and wellbeing of all participants during ACT 2 CAM activities, rehearsals, workshops, and filming.
 - To comply with **safeguarding, health & safety, and legal obligations**.
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Scope

Applies to:

- All staff, tutors, facilitators, and volunteers
 - Contractors and visitors with supervisory responsibility
 - Students and young people participating in ACT 2 CAM activities
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Key Principles

1. **Safety First:** All procedures prioritise the **health and safety of participants**.
2. **Confidentiality:** Health information is **confidential** and shared only on a **need-to-know basis**.
3. **Parental/Carer Consent:** Written consent is **mandatory** for administering any medication or collecting health information.

4. **Competent Staff:** Only **trained staff** may administer medication or provide first aid.
 5. **Record-Keeping:** All medical information, medication administration, and incidents are **documented accurately**.
 6. **Emergency Preparedness:** Clear procedures exist for **medical emergencies, accidents, allergic reactions, and evacuation**.
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Health Information Recording

- **Collection:** Parents/carers complete a **Health Information Form** detailing allergies, chronic conditions, medications, dietary requirements, and emergency contacts.
 - **Updating:** Parents/carers must notify ACT 2 CAM of any **changes to health information**. Staff review health information **before each activity or off-site trip**.
 - **Access:** Only staff with **direct responsibility for the participant** can access health records.
 - **Incident Recording:** All health incidents are logged in the **Health & Incident Log**, including date, time, nature, action taken, and outcome.
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Administering Medication

1. **Parental Consent:** Written consent must be provided before staff administer any medication.
2. **Storage:** Medication must be stored **securely**, at the required temperature, and **out of reach of students**, except for emergency medication (e.g., inhalers, epinephrine).
3. **Administration:**
 - Staff check dosage and participant identity before administration.
 - If unsure, staff must **contact the parent/carer** before administering.
 - Observe participants for **adverse reactions** after administration.
4. **Documentation:** Complete a **Medication Log** for every instance, noting participant, date/time, medication, dosage, administering staff, and any reactions.

First Aid

- A **trained First Aider** must be present at all sessions where possible.
- First aid equipment and supplies must be **checked regularly**.
- All incidents are **logged and reported** to the leadership team.
- Staff must follow **emergency protocols** if first aid alone is insufficient.

Emergency Procedures

- **Medical Emergencies:** Contact emergency services (999) if required. Inform parents/carers immediately.
- **Allergic Reactions / Life-Saving Medication:** Staff must be familiar with the use of **EpiPens, inhalers**, or other emergency medication.
- **Off-Site Emergencies:** Risk assessments and emergency contacts must be in place for all trips or external activities.
- **Absconding / Missing Participants:** Staff immediately locate the child, notify leadership, parents/carers, and emergency services if necessary, and document the incident.

Staff Responsibilities

- **Leadership Team:** Ensure staff are trained, resources are available, policies are followed, and legal compliance is met.
 - **Staff/Tutors/Volunteers:** Follow all procedures, administer medication only when competent, record health information accurately, supervise participants safely, and report incidents.
 - **Parents/Carers:** Provide accurate health information, written consent for medication, and updates on changes.
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Links to Other Policies

- Safeguarding & Child Protection Policy
 - Health & Safety Policy
 - Behaviour Management Policy
 - Fire Safety Policy
 - Whistleblowing Policy
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Training

- Staff receive **regular training** in first aid, medication administration, and health recording.
 - Training is refreshed **annually or following legislative changes**.
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Monitoring & Review

- **Reviewed annually** or sooner if legislation, guidance, or operational requirements change.
- **Externally Audited:** January 2026
- **Next review:** January 2027