



KidzQuest Medication and Anaphylactic Shock Policy

1. Policy Overview

KidzQuest Activity Camps are committed to safeguarding the health and well-being of all children, staff, and visitors. This policy outlines the procedures for administering medication and managing cases of anaphylactic shock. It applies to all children attending KidzQuest, as well as staff and volunteers involved in their care. The policy aims to ensure that all medical needs are met safely and effectively, and that any life-threatening allergic reactions are managed promptly and appropriately.

2. Policy Objectives

The objectives of this policy are to:

- Provide clear guidelines for the safe administration of medication to children.
- Ensure that all staff are aware of children with allergies and know how to respond to anaphylactic shock.
- Maintain clear records of medication administration and emergency treatments.
- Communicate effectively with parents/guardians about their child's medical needs and any treatments administered.

3. Roles and Responsibilities

3.1. Camp Directors (Steven French and Laura French)

- Oversee the implementation of this policy and ensure staff are trained in medication administration and anaphylaxis management.
- Ensure that all medication is stored safely and that records are maintained accurately.
- Act as the main point of contact for parents/guardians regarding medical concerns.

3.2. Designated First Aid Lead

- Administer medication as required, following parent/guardian instructions and written consent.
- Ensure that all staff are aware of children with severe allergies and the location of emergency medication (e.g., auto-injectors).
- Lead the response in the event of an anaphylactic emergency, including administering an adrenaline auto-injector if necessary.

3.3. Instructors and Coaches

- Be familiar with the medical needs of children in their care, including any allergies or required medications.
- Ensure that medication is administered safely and in line with KidzQuest's procedures.
- Assist in emergency situations by following the First Aid Lead's instructions.

4. Medication Administration



- **Parental Consent:** Parents/guardians must provide written consent and clear instructions for any medication to be administered during camp hours. This includes the name of the medication, dosage, and the times it should be given.
- **Storage:** All medication will be stored in a secure, designated area. Prescription medications must be clearly labelled with the child's name, dosage instructions, and expiry date.
- **Record Keeping:** A Medication Administration Record (MAR) will be maintained for each child requiring medication. The record will include the date, time, medication name, dosage, and the name of the staff member who administered it.
- **Self-Administration:** If a child is capable of administering their own medication (e.g., inhalers for asthma), this will be agreed upon with the parent/guardian and supervised by staff.

5. Management of Allergies and Anaphylactic Shock

- KidzQuest recognises that some children may have severe allergies that can result in anaphylactic shock, a life-threatening allergic reaction that requires immediate medical intervention.
- **Emergency Medication:** Parents/guardians must provide an adrenaline auto-injector (e.g., EpiPen) for children with known severe allergies. The auto-injector must be clearly labelled with the child's name and stored in an easily accessible, secure location known to all staff.
- **Emergency Action Plan:** An individualised Emergency Action Plan (EAP) will be created for each child with a severe allergy. The EAP will detail the allergens to avoid, signs and symptoms of an allergic reaction, and step-by-step instructions for using the adrenaline auto-injector.

6. Signs and Symptoms of Anaphylaxis

Staff must be able to recognise the symptoms of anaphylactic shock, which may include:

- Swelling of the face, lips, or throat
- Difficulty breathing or swallowing
- Severe wheezing or coughing
- Rapid heartbeat
- Hives or skin rash
- Nausea, vomiting, or abdominal pain
- Dizziness or fainting

If any of these symptoms are observed, staff must act quickly and follow the emergency procedures outlined below.

7. Emergency Procedures for Anaphylactic Shock



- **Step 1:** Remain calm and ensure the child is seated or lying down. Do not leave the child unattended.
- **Step 2:** Call for the Designated First Aid Lead immediately and retrieve the child's adrenaline auto-injector.
- **Step 3:** Administer the adrenaline auto-injector as per the instructions. The injection should be given into the outer thigh and can be done through clothing if necessary.
- **Step 4:** Call 999 and inform the emergency services that a child is having a severe allergic reaction and that adrenaline has been administered.
- **Step 5:** Stay with the child and monitor their condition. If symptoms do not improve within 5-10 minutes, administer a second dose using a second auto-injector (if available).
- **Step 6:** Record the time and details of the incident, including the administration of the adrenaline auto-injector, and inform the child's parents/guardians as soon as possible.

8. Communication with Parents/Guardians

- Parents/guardians must provide full information about their child's medical needs, including any known allergies, medications required, and consent for emergency treatment.
- Any administration of medication or emergency treatment will be communicated to parents/guardians promptly, with a full explanation of what occurred and the actions taken.
- Parents/guardians are responsible for ensuring that all medication provided to KidzQuest is in-date and replenished as needed.

9. Staff Training

- All staff will receive training on recognising the symptoms of anaphylactic shock, administering an adrenaline auto-injector, and following the Emergency Action Plan.
- Refresher training will be conducted annually or as required to ensure staff remain confident and competent in managing medical emergencies.

10. Record Keeping and Data Protection

- Detailed records of all medication administered and any incidents of anaphylaxis will be maintained in the Medical Log. These records will be kept confidential and stored securely, in accordance with data protection laws (GDPR).
- Parents/guardians have the right to access their child's medical records upon request.

11. Policy Review

This Medication and Anaphylactic Shock Policy will be reviewed annually or in response to any incidents requiring a policy update. Feedback from staff, parents/guardians, and medical professionals will be considered to ensure the policy remains effective and up-to-date.

