# Brockham Arts Club – Medication & First Aid Policy

Effective from: July 2025  
Next review: July 2026

## 1. Statement of Intent

Brockham Arts Club is committed to ensuring the health, safety, and welfare of all children in our care. This policy outlines our approach to administering medication and providing first aid, in line with Ofsted requirements and best practice guidelines.

## 2. Administration of Medication

- We will only administer medication that has been prescribed by a doctor, dentist, nurse, or pharmacist.  
- Parents/carers must complete a written permission form before any medication is administered.  
- Medication must be in its original packaging, clearly labelled with the child’s name, dosage instructions, and expiry date.  
- A senior staff member will administer the medication and record the details in a medication log.  
- Parents will be informed each time medication is administered.  
- We do not administer non-essential medication such as over-the-counter pain relief unless medically required and pre-approved.

## 3. Emergency Medication

- Children with asthma, severe allergies, epilepsy or other conditions requiring emergency medication must have a current care plan in place.  
- All emergency medication (e.g. inhalers, EpiPens) must be in-date, clearly labelled, and handed directly to staff at the start of the session.  
- Staff receive training where necessary for administering emergency medication.

## 4. First Aid

- At least one member of staff with a current paediatric first aid certificate is present at every session.  
- Minor injuries will be treated on site and recorded in the First Aid Log.  
- Parents/carers will be informed of any injuries at collection or contacted immediately for more serious incidents.  
- In the event of a serious injury or emergency, staff will call 999 and the parent/carer will be contacted as soon as possible.  
- A first aid kit is always available and checked regularly.

## 5. Recording and Reporting

- All administration of medication and first aid treatment is recorded in the relevant log.  
- Records include date, time, name of child, details of medication/injury, and signature of the administering staff.  
- These records are stored securely in line with data protection regulations.

## 6. Storage of Medication

- All medication is stored securely in a locked cabinet or refrigerated if required.  
- Emergency medication is kept easily accessible to staff during sessions but out of reach of children.

## 7. Parental Responsibilities

- Inform the club of any medical conditions or changes to your child’s health.  
- Provide all necessary medication and ensure it is clearly labelled and in-date.  
- Complete and update care plans as needed in collaboration with the club.

## 8. Review and Compliance

- This policy is reviewed annually and whenever there are changes to legislation or medical guidance.  
- All staff are trained in this policy and know how to respond to medical needs and emergencies.

## Contact

For questions about this policy or to discuss your child's medical needs, please contact:  
📧 brockhamartsclub@outlook.com