

Protocol for Administration of Medicines at the REIKI the PEOPLE

Upon arrival at REIKI the PEOPLE the parent/guardian who signs them in must complete a 'Consent to administer Medication' form (appendix A) which is then followed by an allocated first aider who completes the 'Record of medicine administered to an individual child' form.

The Consent form is retained by REIKI the PEOPLE for our records and the record of medication administered is returned to the parent upon collection of the child.

Arrangements for children with particular medical needs

Prior to joining REIKI the PEOPLE, all medical details are required so that we can provide the level of care expected.

Part of the registration process requires that the parents/guardians must provide information of any allergies/ medical conditions relevant to their child. This information is printed out for the staff at the activity clubs and is displayed in a staff area so that all staff are aware of any child on site that may have additional/medical needs.

Where appropriate, parents and Management, along with any relevant members of staff, will meet prior to a child joining REIKI the PEOPLE to ensure such provision is in place. Special arrangements, such as training are made when necessary to ensure medical needs are met.