



THE NATIONAL CHILDREN'S CHOIR OF GREAT BRITAIN PROCEDURES FOR MEDICAL TREATMENT OF MEMBERS

PROCEDURES

The following procedures are in place regarding medical treatment:

Medication

The Head of Pastoral Care is responsible for ensuring the proper storage and dispensing of all medication. All medicines must be handed in at course registration, with clear instructions as to their purpose and dispensing. The only medication to be retained by choir members is that which applies to chronic ailments, for example asthma inhalers and insulin. A record is kept of all children with these ailments.

The Head of Pastoral Care, together with other suitably qualified members of staff as confirmed by the NCCGB insurance policy, is responsible for dispensing regular medication at the appropriate time. A record is maintained of all such medication dispensed.

Should a child request a painkiller, for example for a headache, the Medical Questionnaire information is checked before any such medication is dispensed. All requests for medication are reported to the Head of Pastoral Care. A record is maintained of all such medication dispensed.

If a child repeatedly requests analgesics, the parent is contacted for guidance.

Illness

Should the need arise for a GP consultation, the GP local to the school where the course is being held is contacted, an appointment is made and the parent is informed both before and after the consultation. In the case of a dental problem, the same procedure applies to the local dentist.

Injury

When required, First Aid is given by a qualified person. If a choir member is injured, and the Appointed Person deems it appropriate, the choir member is taken to the nearest Accident & Emergency Unit, accompanied by a member or members of staff, as appropriate. The parent is informed both before and after the visit.

DOCUMENTATION

1. **Medical questionnaire (Appendix D)**
This document is completed by the parent of every child before he/she joins the NCCGB. It covers long term medical conditions, and contains a section wherein consent may be given for a mild analgesic to be administered by a member of staff.

2. **Medication information form (Appendix E)**
This document is available at course registration for completion by a parent when the child has temporary medication to be given during the period of the course.

22.01.10.