



Solar Squad Science

First Aid and Medication Policy

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Signed: Kamron Ali (Director, First Aid Lead)



First Aid and Medication Policy



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First Aid and Medication Policy



1. Statement of Commitment

Solar Squad Science is committed to promoting the health, safety, welfare, and wellbeing of all children participating in our activities.

We recognise that effective first aid provision, appropriate medication procedures, and robust health management arrangements form an essential part of safeguarding practice and child welfare.

Solar Squad Science aims to ensure:

- Children receive appropriate and timely support in the event of illness, injury, or medical emergency
- Reasonable steps are taken to support children with medical conditions safely
- Medication procedures are clear, safe, proportionate, and appropriately documented
- Staff understand their responsibilities relating to health, welfare, safeguarding, and emergency response
- Health information is handled confidentially and lawfully

As Solar Squad Science operates as an external enrichment provider, responsibility for overall site medical provision, welfare systems, and emergency management remains with the hosting provider unless otherwise agreed in writing.

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2. Scope of This Policy

This policy applies to:

- Directors
- Employees
- Workshop leaders
- Volunteers
- Contractors working on behalf of Solar Squad Science

This policy applies during:

- Workshop delivery
- Setup and pack down
- Off-site activities
- Educational visits where applicable
- Travel undertaken on behalf of Solar Squad Science where relevant

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3. Legislative and Regulatory Framework

This policy reflects relevant guidance and requirements including:

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Children Act 1989 & 2004
- The Data Protection Act 2018 and UK GDPR
- Relevant safeguarding and welfare requirements
- Relevant EYFS Safeguarding & Welfare Requirements relating to Health [3.45–3.47] where applicable to provision environments
- Supporting Pupils at School with Medical Conditions guidance

This policy should be read alongside:

- Safeguarding & Child Protection Policy
- Health & Safety Policy
- Data Protection & GDPR Policy
- Behaviour Management Policy
- Staff Code of Conduct

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4. Roles and Responsibilities

Solar Squad Science is responsible for:

- Taking reasonable steps to provide appropriate first aid arrangements during activities
- Ensuring suitable first aid equipment is available where appropriate
- Ensuring staff understand emergency procedures relevant to activities being delivered
- Maintaining appropriate records relating to accidents, incidents, and medication administration where applicable
- Ensuring staff only work within their level of training and competence
- Supporting safe inclusion of children with medical needs where reasonably practicable

The hosting provider remains responsible for:

- Overall site welfare and medical management
- Maintaining primary medical and emergency contact information
- Site-wide emergency procedures
- General supervision ratios
- Long-term care arrangements
- Safeguarding oversight of attending children

Where one Solar Squad instructor is booked, the provider must supply an assisting member of staff to support supervision, welfare, and safeguarding arrangements.

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5. First Aid Provision

Reasonable steps will be taken to ensure appropriate first aid provision is available during activities.

Solar Squad Science staff may hold qualifications including:

- Level 3 Emergency First Aid at Work (EFAW)
- Anaphylaxis/EpiPen Training
- Activity-specific safety training

Kamron Ali (Lead First Aider) currently holds:

- Level 3 Emergency First Aid at Work (EFAW)
- Anaphylaxis/EpiPen Training

First aid kits will be:

- Appropriately stocked
- Checked periodically
- Accessible during activities
- Suitable for the nature of activities being delivered

First aid treatment provided will always remain within the competence and training level of the staff member involved.

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6. Medical Information and Individual Healthcare Needs

Parents/carers and hosting providers should ensure Solar Squad Science is informed of relevant medical conditions, allergies, dietary requirements, disabilities, or emergency healthcare needs prior to participation where appropriate.

Where a child has significant medical needs, Solar Squad Science may request:

- An Individual Healthcare Plan
- Written medical guidance
- Emergency procedures
- Details of required adjustments or support

Reasonable adjustments will be considered to support safe participation wherever practicable and appropriate.

Medical information will be:

- Handled confidentially
- Shared only on a need-to-know basis
- Stored securely
- Processed in accordance with data protection requirements

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7. Administration of Medicine

Solar Squad Science recognises that, as an external activity provider, responsibility for routine medication administration primarily remains with the parent/carer or hosting provider unless specific arrangements have been agreed.

Where medication administration is agreed:

- Appropriate written consent must be obtained in advance
- Medication must be clearly labelled
- Administration must be appropriate, necessary, and safe
- Only suitably authorised staff should administer medication

Children should take medication before attending wherever possible.

Where appropriate, children may self-administer medication such as inhalers under suitable supervision and in accordance with provider procedures.

Solar Squad Science reserves the right to decline administration of medication where:

- Consent is incomplete or unclear
- Medication is not appropriately labelled
- Instructions are unclear
- Medication is expired
- Staff are not appropriately trained
- Administration would place the child or staff at unreasonable risk

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8. Prescription Medication

Solar Squad Science will only administer medication prescribed by an appropriately qualified healthcare professional.

Prescription medication should:

- Be in original packaging where possible
- Contain the child's name
- Contain clear dosage instructions
- Remain within expiry date
- Be supplied with appropriate written consent

Medication containing aspirin will only be administered where prescribed by a medical professional.

9. Non-Prescription Medication

Requests to administer non-prescription medication will be considered individually and risk assessed appropriately.

Solar Squad Science reserves the right to refuse administration of non-prescription medication where appropriate.

Factors considered may include:

- Age of the child
- Nature of symptoms
- Potential side effects or contraindications
- Availability of trained staff
- Clarity of instructions and consent

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10. Emergency Medication and Anaphylaxis

Emergency medication may include:

- Asthma inhalers
- Adrenaline auto-injectors (EpiPens)
- Emergency seizure medication where appropriately agreed

Emergency medication must remain:

- Accessible without delay
- Clearly labelled
- Available during all relevant activities

Staff administering emergency medication should only do so:

- Within their level of training and competence
- In response to a genuine medical emergency
- In the best interests of the child

Where emergency medication is administered:

- Emergency services will normally be contacted
- The hosting provider will be informed immediately
- Parents/carers will be informed as soon as reasonably practicable
- The incident will be recorded appropriately

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11. Procedure for Administering Medication

Before medication is administered, staff should:

- Confirm written consent has been obtained
- Check the identity of the child
- Check medication name and dosage carefully
- Check expiry date where applicable
- Confirm the correct route and timing of administration
- Where reasonably practicable, ask another member of staff to witness administration

Following administration, staff should:

- Record relevant details promptly
- Monitor the child appropriately
- Report concerns or adverse reactions immediately
- Return medication securely where appropriate

12. Refusal of Medication

Children will not be physically forced to take medication.

If medication is refused:

- Staff will remain calm and supportive
- The hosting provider and/or parent/carer will be informed promptly
- The refusal and actions taken may be recorded
- Medical advice or emergency assistance will be sought where necessary

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13. Long-Term Medical Conditions

Solar Squad Science recognises that some children may have long-term medical conditions requiring ongoing support.

Examples may include:

- Asthma
- Diabetes
- Epilepsy
- Severe allergies
- Neurodevelopmental or physical conditions impacting participation

Reasonable steps will be taken to:

- Support inclusion safely
- Reduce foreseeable risks
- Follow agreed healthcare guidance where available
- Respond appropriately during emergencies

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14. Accidents, Injuries and Medical Emergencies

All accidents, injuries, illnesses, or medical concerns should be reported promptly.

Minor incidents may be managed on site where appropriate.

In more serious situations:

- Emergency services may be contacted immediately
- Activities may be stopped or adapted
- The hosting provider will be informed without delay
- Parents/carers will be informed as soon as reasonably practicable

Accident or incident records may include:

- Date and time
- Individuals involved
- Nature of injury or illness
- Treatment provided
- Action taken
- Follow-up recommendations

Head injuries, allergic reactions, breathing difficulties, seizures, loss of consciousness, or suspected serious illness will always be treated seriously and escalated appropriately.

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15. Infection Prevention and Control

Reasonable steps will be taken to reduce the spread of infection and maintain safe hygiene standards.

This may include:

- Hand hygiene procedures
- Cleaning of shared equipment
- Safe disposal of waste
- Management of bodily fluid spillages
- Use of appropriate protective equipment where necessary

Children or staff displaying symptoms of contagious illness should not attend where doing so may place others at risk.

16. Storage and Handling of Medication

Medication held during activities should:

- Be stored securely where appropriate
- Remain accessible during emergencies
- Be protected from unauthorised access
- Be returned appropriately following activities

Emergency medication should never be stored in a manner that delays urgent access.

Medication will not normally be stored beyond the duration of the activity unless specifically agreed.

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17. Recording, Reporting and Confidentiality

Records relating to:

- Medication administration
- Accidents and injuries
- Medical emergencies
- Healthcare concerns
- Emergency responses

may be maintained where appropriate

Records will be:

- Handled confidentially
- Stored securely
- Retained appropriately
- Shared only where necessary and lawful

Health information forms part of safeguarding and welfare records and will be treated accordingly.

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18. Staff Training and Competency

Solar Squad Science aims to ensure staff receive appropriate guidance and training relevant to their responsibilities.

This may include:

- First aid training
- Anaphylaxis awareness
- Emergency response procedures
- Infection control guidance
- Safe medication procedures
- Safeguarding training

Staff must work within their level of competence at all times and seek assistance where required.

No member of staff should administer medication or undertake medical procedures they are not appropriately trained, authorised, or confident to carry out safely.

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18. Review of Policy

This policy will be reviewed annually or sooner where necessary to reflect:

- Legislative updates
- Safeguarding guidance changes
- Operational developments
- Medical or first aid guidance updates
- Lessons learned from incidents

Contact Information

General Enquiries

- Email: hello@solarsquadscience.co.uk

Designated Safeguarding Lead (DSL)

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- Phone: 07508237386

