



# Medical Policy

## 1. Purpose

The purpose of this medical policy is to ensure the health, safety, and well-being of all CYP (children and young people) and staff during their time at JAM Activity Camps Ltd. This policy provides clear guidelines for managing medical conditions, administering medication, handling emergencies, and maintaining accurate records.

## 2. Pre-Camp Medical Information

**Medical Forms:** All CYP and staff must complete detailed medical information on Class for Kids before attending JAM Activity Camp. This form must include any pre-existing medical conditions, allergies, current medications, and emergency contact details.

## 3. Medication Management

- **Storage:** JAM Camp are unable to store any medications on site, prescription and non-prescription, other than EpiPens, Piriton or Asthma pumps. These must go home with the CYP at the end of the session each day. Any queries about different medications can be discussed with camp management.
- **Administration:** Non-emergency medications will not be administered by staff, parents are welcome to come on site to give medication, for example, a dose of antibiotics.

## 4. Managing Medical Conditions

- **Chronic Conditions:** CYP with chronic conditions such as asthma or diabetes must have a care plan in place, provided by their healthcare provider and reviewed by JAM Activity Camps Ltd management staff.
- **Allergies and Anaphylaxis:** CYP with severe allergies must provide an up-to-date EpiPen or other emergency medication. JAM Activity Camps Ltd staff will be trained to recognise and respond to anaphylactic reactions

## 5. Emergency Procedures

- **Medical Emergencies:** In the event of a medical emergency, JAM Activity Camps Ltd staff will follow the emergency response plan, which includes contacting emergency services, administering first aid, and notifying the CYP's parent/guardian immediately.
- **First Aid:** A fully stocked first aid kit will be available at all times. JAM Activity Camps Ltd management staff are all trained in Paediatric First Aid and CPR.
- **Hospital Transfers:** If a CYP requires hospital care, they will be transported to the nearest medical facility. The CYP's medical information and relevant documentation will be sent with them and if a parent or guardian is not available, a member of staff will go with them.



## 6. Illness and Contagious Diseases

- Symptomatic CYP: CYP displaying symptoms of illness such as fever, vomiting, or diarrhoea will be isolated and monitored by JAM Activity Camps Ltd staff. Parents/guardians will be contacted promptly and will need to pick up their child.
- Contagious Diseases: CYP or staff diagnosed with a contagious disease must stay away from camp until cleared by a doctor to return. JAM Activity Camps Ltd will adhere to public health guidelines for managing outbreaks.

## 7. Record Keeping

- Medical Logs: All medical treatments, medication administration, and incidents will be recorded in a medical log, maintained by the camp management or designated staff member at JAM Activity Camps Ltd.
- Confidentiality: Medical information will be kept confidential and shared only with JAM Activity Camps Ltd staff on a need-to-know basis.

## 8. Parental/Guardian Responsibilities

- Accurate Information: Parents/guardians must provide accurate and up-to-date medical information before the start of camp at JAM Activity Camps Ltd.
- Emergency Contact: Parents/guardians must provide a reliable emergency contact number and ensure availability in case of an emergency.

## 9. Review and Updates

This medical policy will be reviewed annually by JAM Activity Camps Ltd and updated as necessary to reflect changes in best practices, legal requirements, and the needs of our CYP.

## Contact Information

For any questions or concerns regarding this medical policy, please contact JAM Activity Camps Ltd at [info@jamactivitycamps.com](mailto:info@jamactivitycamps.com)