

## **Administration of Medicines and First Aid**

A child's health should always be put first during lessons and activities and it is important that children are observed for signs of tiredness or illness and appropriate action taken when needed. This may be as simple as suggesting a child sits and rests for a moment (when playing wind instruments and singing this can be particularly important) or it may involve taking a child to a welfare officer in school if they are feeling unwell. For those working in schools during the school day, medicines should only be administered by an appropriate member of the school staff.

The Music Hub will train as many people as possible in emergency first aid and these will mainly be those who work in centrally-based activities outside school hours. Staff and volunteers for centrally-based activities and groups will be informed as to the whereabouts of first aid equipment.

In case of serious medical emergency (outside of school hours/activities), the parent/carer should be notified immediately. It may be necessary to phone for an ambulance dialling 999 or to accompany a child to hospital. The child should be accompanied by a member of staff or volunteer until a parent/carer arrives.

Emergency contacts details for parents/carers are kept on Eepos where they can be accessed the necessary Music Hub Staff.

For residential/trips, Sheffield Music Hub will seek detailed guidance from parents/carers, to ensure that the needs of the child are met.