

# Stormont Community Engagement Project

## Epi Pen Policy

If a parent / Guardian has indicated on a child or young person's registration form that they will require an epi pen then the following policy must be followed.

1. Contact should be made with the parent / guardian by the leader in charge or designated committee member to discuss any potential allergens that could cause a reaction requiring the administration of an Epi-Pen.
2. For the child or young person to attend activities parents / guardians must provide 2 epi pens, a copy of the child's care plan and any other required medication. This must be in a box or sealed bag with the child / young person's name on it.
3. The leader in charge of the activity must go through the care plan with the parent / guardian and check all medication has been provided and is in date.
4. If the child / young person is required to take the Epi Pen home at the end of each day then procedure 3 must be followed each morning.
5. When leaving for trips the Leader in Charge must ensure the child / young person's group leader has the Epi Pen and care plan with them, understands the procedure and is happy to administer the medication if required.
6. At the end of the scheme / programme the Leader in Charge must ensure all medication and care plans are returned to the parent / guardian.
7. Any child / young person who has indicated they require an Epi Pen will not be permitted to attend the activities or trips without the required medication being provided. This also applies if they arrive for trips without the medication. In such cases, no refunds will be issued.

This policy was adopted by the Stormont Community Engagement Project Committee on \_\_\_\_\_ .

Whilst Epi Pens are specifically mentioned in this policy it relates to all medications in this category.