

Green Room Place (GRP) – Health & Medical Policy

Updated & Approved by Company Directors and Qualified Senior Pastoral Staff on January 27th, 2025.

1. Purpose

The purpose of this **Green Room Place (GRP) Health & Medical Policy** is to outline the processes and responsibilities involved in managing students' medical needs during GRP's residential courses. This includes the administration of medication, management of pre-existing conditions, and protocols for handling medical emergencies.

The policy ensures that all health-related matters are carefully managed during residential courses to maintain the safety and wellbeing of all participants. This includes, but is not limited to, managing allergies, dietary restrictions, emergency medical procedures, and the responsibilities of students, parents/guardians, and staff in relation to health and wellbeing.

2. Scope

This policy applies to all students attending **Green Room Music Theory** and **Green Room Piano Festival** residential courses, which typically run for **5 days and 4 nights**. It covers:

- The management of pre-existing medical conditions (e.g., asthma, diabetes)
- The administration of medication
- Health and safety during emergency situations
- Dietary requirements and food allergies
- The roles and responsibilities of students, parents/guardians, and staff in ensuring health and safety

3. Responsibilities

3.1 Students (Ages 10-17)

For students aged **10-17**, the following responsibilities rest with **parents/guardians** and **students**:

- **Parents/Guardians** must inform **Green Room Place (GRP)** of any pre-existing medical conditions, allergies, or dietary requirements at the time of registration.
- **Students** must follow the medical instructions provided by parents/guardians and staff, including carrying any required medications (e.g., inhalers, epinephrine pens) and using them correctly as instructed.
- **Parents/Guardians** should ensure that all medication is brought to the course, properly labelled, and in sufficient quantities.

- **Students** should understand their medical needs and take an active role in managing them, with appropriate support from staff and parents/guardians.

3.2 Students (Ages 18-20)

For students aged **18-20**, the responsibility for managing medical needs generally shifts to the individual, though parents/guardians may still be involved if necessary:

- **Students** are responsible for informing **Green Room Place (GRP)** of any pre-existing medical conditions, allergies, or dietary requirements at the time of registration.
- **Students** should ensure they bring the necessary medication (e.g., inhalers, epinephrine pens, insulin) in sufficient quantities, properly labelled, and with instructions for administration.
- **Students** are expected to self-manage their medical needs (e.g., administering medication, following medical treatments) while on the course.
- **Parents/Guardians** may still be contacted if necessary or in cases where the student requires additional support.

3.3 Parents/Guardians (for Students Aged 10-17)

Parents or guardians are responsible for:

- Providing full and accurate information regarding their child's medical history, including any pre-existing conditions, allergies, and dietary restrictions, at the time of registration.
- Ensuring that any required medications or medical equipment (e.g., EpiPens, asthma inhalers) are brought to the course and are in proper working order.
- Ensuring that the student understands how to manage their own medical needs (if applicable) during the course and has appropriate support.

3.4 GRP Staff

Staff members at **Green Room Place (GRP)** are responsible for:

- Ensuring all staff are trained in basic first aid and emergency medical procedures.
- Collecting and reviewing all necessary medical information provided by parents/guardians during registration, including details of allergies, dietary requirements, and any medical conditions.
- Ensuring that any medications brought by students are stored securely and administered as required, in line with the instructions provided.
- Responding swiftly and appropriately to any medical emergencies, following established first aid procedures and seeking professional medical assistance if necessary.
- Maintaining clear and accurate records of all medical incidents during the course.

4. Medical Information Collection

Upon registration, parents or guardians must provide **Green Room Place (GRP)** with comprehensive medical information, including:

- Full name and contact details of the student

- Details of any pre-existing medical conditions (e.g., asthma, diabetes, epilepsy)
- Any allergies (e.g., food, medication, environmental)
- Dietary requirements or restrictions (e.g., vegetarian, vegan, gluten-free, halal)
- Details of any prescribed medications and their administration (including dosage and timing)
- Emergency contact information for the student (in case of illness or injury)

This information is critical in ensuring that we can provide the best care for each student and respond appropriately to any health-related issues that may arise.

5. Medication Administration

- **Pre-arrival:** Parents or guardians must ensure that all medication needed during the course (e.g., inhalers, epinephrine pens, insulin) is clearly labelled with the student's name, dosage instructions, and any specific medical instructions.
- **On-site storage:** All medication will be securely stored by GRP staff. Medication that requires refrigeration (e.g., insulin) will be stored in a safe, temperature-controlled environment.
- **Administration of Medication:** GRP staff will administer medication according to the instructions provided by the parents or guardians. If a student is capable of self-administering their medication (e.g., inhalers or insulin), they will be allowed to do so with supervision to ensure proper use.

6. Medical Emergencies

In the event of a medical emergency:

- **First Aid:** All GRP staff are trained in basic first aid. Any injuries or medical emergencies will be treated according to standard first aid protocols.
- **Emergency Services:** If the situation requires more advanced medical care, GRP staff will immediately contact emergency services and provide the necessary information to medical personnel.
- **Parent/Guardian Notification (Ages 10-17):** Parents or guardians will be contacted as soon as possible in the event of a medical emergency or serious injury for students aged 10-17.
- **Parent/Guardian Notification (Ages 18-20):** For students aged 18-20, the student will be treated as an adult. GRP staff will contact emergency services directly, but **parents/guardians may also be informed if necessary**, particularly if the student is unable to communicate or if the situation requires additional support.

7. Dietary Requirements and Allergies

- **Food Allergies:** GRP will make every effort to accommodate students with food allergies or specific dietary requirements. Upon registration, parents or guardians should provide detailed information regarding any food allergies, intolerances, or special dietary requirements.

- **Meal Planning:** All meals provided during the residential courses will be planned to ensure that common allergens (e.g., nuts, dairy, gluten) are clearly labelled. Where possible, alternatives will be provided for students with dietary restrictions.
- **Emergency Procedures for Allergic Reactions:** If a student suffers from a severe allergic reaction, appropriate emergency measures (e.g., use of an epinephrine pen) will be taken immediately, and emergency medical assistance will be sought.

8. Wellbeing and Preventative Measures

While **Green Room Place (GRP)** takes all reasonable steps to ensure the health and safety of students, parents/guardians are encouraged to remind their child of basic health practices, including:

- Washing hands regularly
- Using tissues for coughs and sneezes
- Staying hydrated
- Getting enough rest

GRP staff will encourage and promote a healthy environment, ensuring that students receive adequate rest, proper nutrition, and support for their wellbeing.

9. Confidentiality and Data Protection & Privacy

All medical information provided to **Green Room Place (GRP)** will be treated with the utmost confidentiality and stored securely in accordance with our **Data Protection & Privacy Policy**. This information will only be shared with staff and medical professionals involved in the student's care. It will not be disclosed to third parties without the explicit consent of the student's parent or guardian (for students aged 10-17), or the student (for students aged 18-20), unless required by law or in an emergency situation.

10. Review and Updates

This policy will be regularly reviewed to ensure its effectiveness and to comply with any changes in relevant legislation or best practice guidelines. Updates to the policy will be communicated to parents/guardians and staff.