



OUT OF SCHOOL PROGRAMMES POLICIES AND PROCEDURES

OUT OF SCHOOL PROGRAMMES OUTLINE

Objectives

1. To provide out of school activities for children attending Primary, intermediate and Secondary schools.
2. To provide a safe and non-threatening environment with participant focused activities, where the needs and rights of participants, parents/whanau and staff are recognised and supported.
3. To ensure that the activities provided encompasses and reflects the different cultural values of the participants and their whanau.
4. The focus is to provide opportunities for children in emergency housing to explore a wide range of health and wellbeing activities.

Scope

These Programme Policies and Procedures form part of the MSLCT Policies Manual and cover:

Special Features

Maca Sports Leadership Charitable Trust (MSLCT) was formed in May 2021 to empower people to realise and reach their potential.

Definitions and Requirements

Community Development Officer (CDO)	A staff member and the Head Coach for all holiday programmes. The CDO will be over 20 years of age and will hold a current First Aid certificate.
CDO Appointed deputy	A senior coach who will be appointed to deputise for the CDO if the CDO is not on site. This appointee must be over 20 years of age and will hold a current First Aid certificate.
Programme Coaches	Employed staff, volunteer and contracted coaches responsible for delivering an out of school programme. This also includes the Community Development Officer. Referred to as "staff" in this section of the policies and procedures. All programme coaches will be 16 years of age or older.
Youth Coaches	Coaches under 16 years of age. Youth coaches must be actively supervised by a person over the age of 16 years at all times.
Administration	Includes Administration, Manager and administration responsible for programme quality and administration.
Parent	The Participant's parent, legal guardian or other authorised carer
Participant	Any person enrolled in an out of school programme
General Manager (GM)	The Chief Executive Officer of MSLCT
Accountant	The Financial Controller or staff of MSLCT
Programme	The programmes run during school holidays normally a 5 day Programme.

OUT OF SCHOOL PROGRAMMES: OVERVIEW

POLICY	MSLCT will plan, manage and operate school holiday (out of school) programmes in a positive and child focused environment. The after school and school holiday programme Policies and Procedures forms part of the MSLCT Policies Manual.
Person Responsible	General Manager
Related Procedures	MSLCT Policies Manual:
Guidelines	Provider Guide to the Oscar Standards for Approval published by Ministry of Social Development
Quality Outcomes	The programme philosophy is to provide a safe and non-threatening environment for all children from 5 to 12 years. HOLIDAY PROGRAMME focus is to provide opportunities for children to be active in a fun environment.
Evaluation and Review	The out of school programme Policies and procedures will be reviewed at least annually, to evaluate progress to date and to identify additional quality goals and objectives for future development

PO 100: PROCEDURE

	Step	Person Responsible	Audit Document	Location
1	Create and annual plan and budget for programmes for approval by GM	GM	Annual Plan	Programme File
2	Programme fee set and agreed annually	General Manager/CDO	Budget	
3	Make application for OSCAR approved provider status and funding assistance	Administration	Application	
3	Appoint or co-opt staff for programmes	CDO	Coaches files	
4	Conduct Police screening for all staff and volunteers where required	Administration	Coaches files	
5	Ensure the Health and Safety of participants through hazard management according to MSLCT Health and Safety procedures including pre-programme checks of facilities and equipment (daily for holiday programmes).	CDO	H&S plans	
6	Ensure this section of the manual is available to staff ,parents/caregivers, MSD, OT and OSCAR staff	CDO	Internal Audit	
7	Regularly monitor and review the programme for improvements and changes.	CDO	Report	
8	Due to risk management compliance issues off site excursions and visits are not permitted	CDO		
9	The CDO (or his/her appointed deputy) will be in attendance at the programme during operational hours	General Manager	Programme file	

QO 110: ENROLMENTS

QO 110: POLICY	MSLCT records, collects and reports enrolment details and fees in the required form, in an accurate and timely manner.
Person Responsible	CDO
Related Procedures	
Guidelines	Provider Guide to the Oscar Standards for Approval published by Ministry of Social Development
Forms	QO 110: SCHOOL PROGRAMME ENROLMENT FORM
Quality Outcomes	All appropriate enrolment details collected for each Participant to enable the effective management of attendance and Participant care.
Evaluation and Review	Policy will be reviewed at least annually, to evaluate progress to date and to identify additional quality goals and objectives for future development

PO 110: PROCEDURE				
	Step	Person Responsible	Audit Document	Location
1.	Ensure all compulsory details are completed and contain factual information and the form has been signed by enrolling parent or guardian	CDO	QO 110: Programme Enrolment Form	Programme File
2	Enrolment Information to provide: <ul style="list-style-type: none"> • People approved to pick up children • Parent/guardian contact details • Emergency contact details • Medical details • Special needs • Medicine and drug parental approval and dispensing details 	CDO		Programme file
3	Programme attendance list produced and given to the programme manager	Administration	Attendance list	Programme File
4	Programme fee collected at enrolment and receipt issued and given to payer	Programme staff and administration	Receipt book Triplicate	Accounts
5	Money received and duplicate receipt lodged with accounts daily	Programme staff and administration	Receipt book Triplicate	Accounts
6	Money received banked	Accountant	Bank deposit book	Accounts
7	Income coded to the appropriate account	Accountant	Accounting software	Accounts

QO 111: CHILDREN WITH SPECIAL NEEDS

QO 120: POLICY	MSLCT will provide places for children with special needs whenever possible
Person Responsible	CDO
Related Procedures	
Guidelines	Provider Guide to the Oscar Standards for Approval published by Ministry of Social Development
Forms	
Quality Outcomes	Children with special needs and/or disabilities will not be excluded providing that the child's/children's needs can be catered for without negatively affecting the day to day running of the programme or the quality of care the other children receive.
Evaluation and Review	Policy will be reviewed at least annually, to evaluate progress to date and to identify additional quality goals and objectives for future development

PO 120: PROCEDURE				
	Step	Person Responsible	Audit Document	Location
1	Full information about the child's/children's requirements including medication, diet and Supervision must be obtained from the parents and included with the child's/children's enrolment form.	CDO	QO 110: School Programme Enrolment Form	Programme file
2	The CDO will discuss these issues with the parent before a decision is made.		Programme notes	
4	It is important to recognise that the MSLCT Coaches are not trained in the support of special needs and/or disabilities children. Coach safety as well as the safety of the child involved and that of the rest of the group will be considered before the CDO agrees to enrol a child with special needs.			
5	If the CDO is confident that that the child's/children's needs can be catered for without negatively affecting the day to day running of the programme or the quality of support the other children receive the child may be accepted on the programme.			
6	It is the CDO's responsibility to ensure all coaches are fully aware of the child's/children's requirements and they feel confident they are able to provide the necessary level of support for the child/children.			

QO 115: COLLECTION OF CHILDREN

QO 115: POLICY	MSLCT will ensure that participants in the out of school programme will be released to authorised people
Person Responsible	Programme Coaches
Guidelines	Provider Guide to the Oscar Standards for Approval published by Ministry of Social Development
Forms	Participant Sign in/out form – on site and in pick up and drop off vehicles
Quality Outcomes	All children will be accounted for during the day and placed in the hands of an authorised person at the end of each day
Evaluation and Review	Policy will be reviewed at least annually, to evaluate progress to date and to identify additional quality goals and objectives for future development

PO 115: PROCEDURE

	Step	Person Responsible	Audit Document	Location
1	Every Participant attending out of school programmes will be signed in by an authorised person and staff member.	Programme Coaches	QO120	Programme File
2	Every Participant attending out of school programmes must be individually signed out (time and signature) of the attendance roll by a parent or authorised person before they are permitted to leave the programme (or drop off vehicle) for the day.	Programme Coaches	QO120	Programme File
3	Parents must inform staff, preferably in writing, if a person who is not listed on the Participant's/Participant's enrolment form will be collecting the Participant.	Parents	QO110	Programme File
4	Coaches will only release a Participant to a person who is identified on the enrolment form. If an unauthorised person comes to collect the Participant/Participant, a parent or an approved adult will be contacted for authorisation. If authorisation is not given, or contact with an authorising adult cannot be made, the Participant will not be released.	Programme Coaches	QO110	Programme File

When collection at the end of the programme does not occur

6	If a Participant is not collected at the end of a day, the following procedure will be followed: <ol style="list-style-type: none"> Two caregivers will remain with the Participant Parents and emergency contacts will be contacted. If there has been no contact with the parents or authorised adult within one hour of the end of the session, the Participant will be taken to the nearest police station. A note will be left at venue indicating where the Participant has been taken. The General Manager will also be 	Programme Coaches CDO General Manager	QO 115 Incident report Form	Programme File
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	Step	Person Responsible	Audit Document	Location
	informed. d. Parents may be charged a late pick-up fee. This charge is levied at the discretion of the General Manager.			

QO 120: PROGRAMME MANAGEMENT

QO 120: POLICY	MSLCT will plan, operate and manage school programme to ensure the safety and enjoyment of participants
Person Responsible	CDO
Related Procedures	QCF 180 to 183, QO 150
Guidelines	Provider Guide to the Oscar Standards for Approval published by Ministry of Social Development
Forms	QW 200 Hazard Identification and Management
Quality Outcomes	All appropriate enrolment details collected for each Participant Participant attendance accurately recorded Any hazards appropriately managed
Evaluation and Review	Policy will be reviewed at least annually, to evaluate progress to date and to identify additional quality goals and objectives for future development

PO 120: PROCEDURE				
	Step	Person Responsible	Audit Document	Location
1.	Design a programme of activities to meet participant requirements and the programme outcomes. The programme must contain stimulating and varied activities appropriate to the children's ages and development.	CDO	Programme plan	Programme File
2	Produce a daily schedule of activities including time and location.			
3	Distribute the schedule to staff and display prominently for parents and participants..			
4	Conduct and record role calls before the first morning session, immediately after lunch each day and after the emergency evacuation drill. Report absentees immediately to the CDO who will take the actions prescribed in procedure QO 121	Programme Coaches	QO 120	
6	Develop a lesson plan for each session where appropriate.		Lesson Plan	
7	Check programme delivery is appropriate to age of the participants..	CDO	Notes from Coach meetings	
8	Ensure adequate and appropriate space is available in regard to Participant numbers and programme activities.		Programme plan	
9	Ensure that there are at least two supervisors/staff present at all times during the programme.		Daily schedule	
10	Conduct daily hazard and risk management checks according to MSLCT Health and Safety Policies.		Hazard register	
11	Run an emergency evacuation drill on the second day of each programme	CDO/Staff	Report	

QO 121: PARTICIPANT ATTENDANCE

QO 121: POLICY	MSLCT will manage Participant attendance to ensure their safety at all times during the programme
Person Responsible	CDO and Coaches
Related Procedures	
Guidelines	Provider Guide to the Oscar Standards for Approval published by Ministry of Social Development
Forms	QO 110 Out Of School Enrolment Form (online), QW 201 QO 115 Incident report
Quality Outcomes	Participants are accounted for.
Evaluation and Review	Policy will be reviewed at least annually, to evaluate progress to date and to identify additional quality goals and objectives for future development

PO 121: PROCEDURE

	Step	Person Responsible	Audit Document	Location
ATTENDANCE CONTROL				
1	Parents must indicate on the enrolment form the days of attendance	Parent	QO110	Programme File
2	Parents are required to notify the CDO or staff if a Participant will be absent	Parent	QO114	Programme File
3	Parents are required to sign their children in and out of a programme	Parent	QO120	Programme File
NO SHOW PROCEDURE				
1	Enrolled child does not arrive	Coaches	Programme role	Programme File
2	Check Notified Absence form and attendance form	Coaches	Notified absence form QO114	Programme File
3	Notify CDO	Coaches	QO 115 Incident report	Programme File
4	Contact Parent or emergency Participant contact	CDO		Programme File
5	If parent advises Participant is safe, no further action required	CDO		Programme File
6	If parent advises Participant should be in attendance, a joint plan of action developed which may include contacting the Police and Missing Participant Procedure	CDO/ Parent		Programme File
7	QO 115 Incident report completed for General Manager	CDO		
MISSING PARTICIPANT PROCEDURE				
Attendance checks and head counts must be conducted a minimum of the commencement of the 1 st session and middle session (after lunch) each day. If a Participant is missing the following procedure will be followed:				

	Step	Person Responsible	Audit Document	Location
8	Check Notified Absence form and attendance form	Coaches	QO 114	Programme File
9	Bring participants together and conduct another role check	Coaches	QO 120	
10	If a Participant still missing, advise CDO	Coaches	QO 115 Incident report	
12	Conduct a thorough search within the Venue boundary and in the surrounding streets if required	CDO	QO 115 Incident report	
13	Advise General Manager of the situation	CDO	QO 115 Incident report	
14	Contact parents of the missing child/children upon the outcome of the search if the child/children have not been located	CDO	QO 115 Incident report	
15	Contact the Police if necessary	CDO	QO 115 Incident report	
16	If the child/children is/are found before the parent is contacted, then the CDO will decide whether to contact the parent immediately or discuss the occurrence when the child/children are collected	CDO	QO 115 Incident report	
17	Record actions taken in an QO 115 Incident report including procedures to improve Participant security	All staff	QO 115 Incident report	

QO 122 TRANSPORTING PARTICIPANTS

QO 122: POLICY	MSLCT will ensure that vehicles and drivers used to transport participants are licensed and safe.
Person Responsible	CDO
Related Procedures	
Guidelines	Provider Guide to the Oscar Standards for Approval published by Ministry of Social Development
Forms	DRIVER AND VEHICLE CHECKLIST
Quality Outcomes	Participants are delivered to and from external venues safely
Evaluation and Review	Policy will be reviewed at least annually, to evaluate progress to date and to identify additional quality goals and objectives for future development

QO 122: PROCEDURE				
	Step	Person Responsible	Audit Document	Location
Driver and Vehicle Checks				
1	All drivers must be over 21 years and hold a current full driver license. A copy to be kept on the programme file	CDO	QO 122 Driver and Vehicle Checklist	Programme File
2	Drivers with serious vehicle violations (including speeding) or at-fault accidents within the last three years will require the approval of the General Manager to drive participants	General Manager		
	All drivers and vehicle providers must complete and sign the Driver and Vehicle Checklist	CDO		
3	All vehicles used will have a current Warrant of Fitness, registration and insurance including 3 rd party cover.			
4	Random checks should be made on vehicles to check details given and safe operation			
5	Vehicles found not to be safe of without the required WOF, Registration or insurance will not be used.			
Driver Briefing and Accident Procedure				
7	Where possible no driver will be alone with a single participant.	CDO	Transport Plan	Programme File
8	Where participant numbers exceed 5 at least two staff members will accompany the vehicle (may include the driver)			
9	Drivers will be advised of the best routes to follow and assembly time at the off-Programmes Venue			
10.	All drivers will have mobile phones and be given a contact number to call in the event of an emergency		Driver and Vehicle Checklist	
11	In the event of an accident or breakdown, the driver or staff member will ring the contact number immediately and advise the situation			
12	The GM will take the appropriate steps this might include but is not limited to: contacting Police, Ambulance, Tow truck, alternative vehicle to collect the participants.			

	Step	Person Responsible	Audit Document	Location
13	Contact parents and the General Manager in the case of Participant injury	CDO	QO 115 Incident report	Programme File
Non-Arrival of Vehicle and participants				
13	In the event of a vehicle with participants not arriving within 15 minutes of the agreed time the CDO will: a. Ring the driver on the mobile phone b. In the event of no answer contact the Police to check on reported accidents c. Send a vehicle on the planned route d. Implement QO 121/18-17 Missing Participant Procedure	CDO	QO 115 Incident report	Programme File

QO 130: DELIVERY

QO 130: POLICY	MSLCT staff will ensure that the programme is delivered in an environment where everyone feels safe, secure and respected
Person Responsible	CDO
Guidelines	Provider Guide to the Oscar Standards for Approval published by Ministry of Social Development
Forms	QO 115 Incident report
Quality Outcomes	No complaints received from participants or parents Planned programme outcomes achieved
Evaluation and Review	Policy will be reviewed at least annually, to evaluate progress to date and to identify additional quality goals and objectives for future development

PO 130: PROCEDURE

	Step	Person Responsible	Audit Document	Location
1	Conduct programmes using delivery methods and content that meets the needs of the participants and stakeholders.	Programme staff	Feedback report	Programme File
2	Participants and staff will be made aware of the Programme rules, health and safety requirements, hazard identification and management, emergency procedures and they will be displayed in a prominent place.	CDO	Programme Rules Hazard Management Plans	Notice Board
3	Coaches will treat all participants with care, courtesy, and appropriate language.	Programme staff	Feedback report and Coach meetings	Programme File
4	Coaches will honour and respect others' beliefs, interpersonal styles, and behaviours and will welcome opportunities to encourage social and cultural diversity			
5	Coaches must avoid physical contact with participants which could be considered intimate, threatening, sexual, or violent.			
6	Corporal punishment is prohibited.			
7	If a Participant leaves the school without permission or goes missing during the school day, the missing Participant policy is immediately followed.			
8	Coaches must take particular care with participants who express themselves freely and seek close physical contact. When this is a problem, it is always discussed with the child's parents.			
9	When staff are counselling or teaching a Participant one to one, they ensure that the space is not closed off from other people.			

	Step	Person Responsible	Audit Document	Location
11	If a staff member is attacked by a participant, they protect themselves without causing injury to the Participant involved, and immediately report this incident to the CDO.		QO 115 Incident report	
12	Coaches have a professional responsibility to report any allegations of indecency, abuse, or other professional misconduct to the CDO.	CDO	QO 115 Incident report	Programme File
13	When the participants in the programme use a public toilet the following process will be followed: <ul style="list-style-type: none"> A. Regular toilet and drink breaks will be scheduled during throughout the day B. A staff member will check that no one is in the toilets C. participants will use the toilets D. A staff member to remain on duty outside the toilets until all participants rejoin the programme E. This process will be followed if a participant wishes to use the toilet outside a scheduled break. 	Programme staff	Feedback report and coach meetings	
14	Toileting of special needs participants is only carried out by an appropriate staff member or a trained support staff member, and another staff member is informed.	Programme staff	Feedback report and coach meetings	
15	The premises used cleaned daily and cleaning equipment will be accessible for the duration of the programme	Facility owner and staff	Facility contract	
16	A quiet space is designated and available for the participants	CDO	Feedback report and coach meetings	

QO 131: BEHAVIOUR MANAGEMENT

QO 131: POLICY	MSLCT will manage participant behaviour by consistently applying both a formal discipline plan and strategies to promote positive participant behaviour. It is not punishment based but rather concentrates on behaviour modification
Person Responsible	CDO and staff
Related Procedures	
Guidelines	Provider Guide to the Oscar Standards for Approval published by Ministry of Social Development
Forms	
Quality Outcomes	<ul style="list-style-type: none"> Coaches maintain positive programme climates and relationships with participants. The Programme makes a clear statement of Programme rules known to all staff, parents, and participants, and displays it in classrooms and other places around the Programme. The Programme consistently applies a formal discipline plan in all cases of unacceptable behaviour.
Evaluation and Review	Policy will be reviewed at least annually, to evaluate progress to date and to identify additional quality goals and objectives for future development

PO 131: PROCEDURE				
	Step	Person Responsible	Audit Document	Location
'Positive Discipline' Programme				
MSLCT operates a 'Positive Discipline' programme that aims to provide an environment that is safe, secure and enjoyable for all participants participating.				
<i>PRIOR TO PROGRAMME: Connect with providers eg. OT and whanau for any pre identified concerns</i>				
1	One the first day of each programme the Programme Rules will be distributed and discussed with the participants and staff	CDO	Programme Orientation plan	Programme File
2	Coaches will encourage participants by outlining what is expected of them and explaining the consequences of disobeying.	Coaches	Coaches meeting notes	-
3	Positive reinforcement will be used at all times .	Coaches	Coaches meeting notes	-
When a Participant misbehaves or ignores the Programme rules staff will:				
4	Remind the Participant in an assertive but not aggressive manner what is expected and the consequences of disobeying	Coaches	Coaches meeting notes	Programme File
5	If the behaviour continues the Participant will be reminded again and warned of the consequences that will result	Coaches		
If the Participant continues to misbehave after two warnings the consequence will be enforced. Consequences must be appropriate and may include				
6	Participant being removed from the activity and put into time-out, that is the Participant will be made to sit away from the group in a	Coaches	Coaches meeting	Programme File

	Step	Person Responsible	Audit Document	Location
	clearly visible spot for a period determined by the staff member (usually about five minutes). Before the Participant returns to the group, the staff member will review with them what behaviour is expected (for example, for disruptive or aggressive behaviour).		notes	
7	Having physical play boundaries reduced (for example, when a Participant continually leaves the defined boundaries)	Coaches	Coaches meeting notes	Programme File
8	Not being allowed to part in certain activities			
If there is no change in the participants behaviour the RDC will take the following actions:				
9	If a Participant repeatedly misbehaves, parents will be notified when they pick up the Participant and will be asked to support the caregivers in their attempts to encourage the Participant to behave.	CDO	Coaches meeting notes	Programme File
10	If disruptive behaviour continues, parents will be asked to meet with the CDO to plan a course of action.	CDO/General Manager	Participant management plan and report	Programme File
11	If a satisfactory resolution cannot be reached or the Participant continues with the disruptive behaviour, the parent will be informed and the Participant withdrawn from the programme.			
12	Record the plan, actions taken, plan effectiveness			

QO 132 CULTURAL DIVERSITY RECOGNITION POLICY

QO 132: POLICY	MSLCT will honour and respect others' beliefs and will welcome opportunities to encourage social and cultural diversity in all programmes
Person Responsible	Programme Coaches
Related Procedures	QO 130
Guidelines	Provider Guide to the Oscar Standards for Approval published by Ministry of Social Development
Quality Outcomes	All participants differences will be recognised to enhance the enjoyment of the individual and all participants
Evaluation and Review	Policy will be reviewed at least annually, to evaluate progress to date and to identify additional quality goals and objectives for future development

PO 132: PROCEDURE				
	Step	Person Responsible	Audit Document	Location
1	Identify cultural needs of participants will be identified with the Participant and their families	CDO	Enrolment form	Participant file
2	Participant diversity will be acknowledged and embraced and used positively in programmes	Programme Coaches	Coach meeting notes	Programme File
3	All communications with participants should ensure that participants of all backgrounds are positively included	Programme Coaches	Coach meeting notes	Programme File
4	The programme content will be clearly communicated to participants and parents and allowance must be made for participants who wish to be excused because of social of cultural differences.	Programme Coaches	Coach meeting notes	Programme File
5	Excused participants must be appropriately supervised	Programme Coaches	Coach meeting notes	Programme File

QO 133: SUN SAFE POLICY

QO 133: POLICY	MSLCT recognises that for outdoor programmes coaches and children maybe at risk of harmful UV radiation from the sun, particularly during the peak UVR periods between 11am and 4pm from October to March inclusive.
Person Responsible	CDO
Guidelines	
Forms	
Quality Outcomes	All coaches and children use adequate measures to provide protection from harmful UV rays
Evaluation and Review	Policy will be reviewed at least annually, to evaluate progress to date and to identify additional quality goals and objectives for future development

PO 133: PROCEDURE

	Step	Person Responsible	Audit Document	Location
1	All coaches and children will wear hats that protect their face, neck and ears and clothing that covers as much skin as possible whenever they are outside.	CDO and Programme staff	First Aid Kit check	Programme File
2	Children who do not have hats with them will be asked to play in the shade or indoors.			
3	Children will be encouraged to use available areas of shade for outdoor play activity.			
4	SPF30+, broad-spectrum, water-resistant sunscreen will be provided for coaches' and children's use.			
5	Coaches will act as role models by: <ul style="list-style-type: none"> wearing sun protective hats and clothing outdoors. using SPF30+ broad-spectrum sunscreen. seeking shade whenever possible. 			

QO 134 SICKNESS & INFECTIOUS DISEASES POLICY

QO 134: POLICY	MSLCT will protect and nurture the health and well-being of children must be protected and nurtured
Person Responsible	CDO and staff
Guidelines	Provider Guide to the Oscar Standards for Approval published by Ministry of Social Development
Forms	Attendance Sheet
Quality Outcomes	To ensure children who become unwell while at the Programme are cared for appropriately. To ensure that the spread of infectious diseases is kept to a minimum
Evaluation and Review	Policy will be reviewed at least annually, to evaluate progress to date and to identify additional quality goals and objectives for future development

PO 134: PROCEDURE				
	Step	Person Responsible	Audit Document	Location
1	When participants are clearly unwell parents are asked to keep their children at home. Parents should ring the Programme and inform staff that their child will be absent. When a child has had diarrhoea, conjunctivitis, vomiting, or other contagious illnesses parents are asked to ensure that their child does not return to the Programme for at least 48 hours after the symptoms have ceased. Absences must be marked on the Attendance sheet	Parent/Coaches	QO 120 Attendance sheet	Programme File
2	Health Regulations prevent children being at the Programme with an infectious disease. Parents will be notified if there is an outbreak of an infectious disease in the Programme	CDO	QO 115 Incident report	Programme File
3	Should a child become unwell while attending the Programme the following procedures will be implemented: <ul style="list-style-type: none"> • A staff member will isolate the child, ensure they are comfortable and remain with them until an adult arrives to collect them. • The child's parent will be contacted and asked to collect their child. • If parents are unavailable the emergency contact person (on the enrolment form) will be asked to come and collect the child • Should urgent medical care be required the closest Medical Centre will be contacted or the doctor named on the child's enrolment form. 	CDO	QO 115 Incident report	Programme File

QO 135: ADMINISTRATION OF MEDICINES

QO 135: POLICY	MSLCT will not administer medicines unless an Administration of Medicine Form is completed by a parent/caregiver
Person Responsible	CDO
Guidelines	Provider Guide to the Oscar Standards for Approval published by Ministry of Social Development
Forms	QO 170: Administration of Medication form
Quality Outcomes	Medicines will be administered according to the parent and pharmacy instructions Medicines will be stored in a locked cabinet
Evaluation and Review	Policy will be reviewed at least annually, to evaluate progress to date and to identify additional quality goals and objectives for future development

PO 135: PROCEDURE				
	Step	Person Responsible	Audit Document	Location
Receipt and discharge of Medication				
1	All medication brought into and taken out of MSLCT must be recorded and documented on the QO 170 Administration of Medication Form (AOM) .	Coaches	QO 170 Administration of Medication Form	Programme File
2	Children’s medication must be provided by the Participant’s parent/carer.	Parent		Programme File
3	The medication should be removed and locked in the designated cupboard.	Coaches		Cabinet
4	All medication received must be in the container/packaging that it was originally dispensed in.	Parent	Medicine container	Cabinet
Administering Medication				
5	Administering of medication must always remain the responsibility of the members of staff designated by the RDC.	Designated Coaches	Coach meeting	Programme File
6	These staff members are to be relieved of all other care/tasks whilst undertaking the medication duties.	CDO	Coach meeting	Programme File
7	The administration of medicine must be carried out on an individual child basis.	Designated Coaches		
8	At the prescribed time the child’s medication should be removed from the cabinet and the following steps taken:- <ul style="list-style-type: none"> • Check the child’s name on the Administration of Medication (AOM) form against the name on the medication package/container. • Name of medicine, dose and frequency and route of administration. • Ensure the dose has not already been administered. • Select the required medicine and check the label for medications name, strength, form and expiry date. • Verify that the name of the medication, the dosage, and the time that it is being 	Designated Coaches	QO 170 Administration of Medication Form	Programme File

	Step	Person Responsible	Audit Document	Location
	<p>given is the same on the AOM and the packaging.</p> <ul style="list-style-type: none"> Identify the child Avoid handling/touching the medication. Give the prescribed medication as directed to the child in the agreed manner as detailed in the medication plan Make clear, accurate and immediate record of all medicine administered. 			
Problems in administering medication and errors				
9	If a child refuses medication then this should be clearly recorded on the AOM Every encouragement should be given to ensure the medication is taken however a child must not be forced to take medication.	Designated Coaches	QO 170 Administration of Medication Form	Programme File
10	If a child refuses medication the parent should be advised immediately	CDO		
11	Any variation to the administering procedure, error, or missed dose etc must be reported immediately to the RDC and parent/carer and be recorded on the AOM	Designated Coaches		
Non- prescribed medicines				
12	There is a recognised duty of care by staff to be able to make an appropriate response to symptoms of a minor nature e.g. head ache, toothache.	Designated Coaches	Coach notes	Programme File
Disposal				
13	All discontinued, expired or unused medication, creams etc. should be returned to the parent/carer for disposal at the earliest opportunity.	Designated Coaches	QO 170 Administration of Medication Form	Programme File

QO 136: BUILDINGS, FACILITIES AND EQUIPMENT

QO 136: POLICY	MSLCT will ensure that buildings, facilities' and equipment used for programmes are safe to use and comply with a relevant legislation and that appropriate first aid supplies are available.
Person Responsible	CDO or Deputy
Relevance to the Scope	This policy and procedure covers the safety of buildings, facilities and equipment either owned or leased by MSLCT for programmes
Related Procedures	Health and Safety Manual
Guidelines	Provider Guide to the Oscar Standards for Approval published by Ministry of Social Development
Forms	Hazard register
Quality Outcomes	To ensure that all buildings, facilities and equipment used for programmes are safe and comply with all relevant legislation as well as local city or district council requirements. Potential hazards to the safety of children are repaired, removed or made inaccessible.
Evaluation and Review	Policy will be reviewed at least annually, to evaluate progress to date and to identify additional quality goals and objectives for future development

PO 136: PROCEDURE				
	Step	Person Responsible	Audit Document	Location
1	<p>Prior to any programme, building(s)/facilities and equipment are checked for:</p> <ul style="list-style-type: none"> • A current Warrant of Fitness • A current evacuation plan • The evacuation plan displayed in an area clearly visible to staff, children, parents and visitors • A notice showing all exits and the assembly area used for emergency evacuations is displayed in a prominent place • Exit signs are clearly displayed on all exits • Location of a telephone land line • Premises, and all equipment and furnishings used by the programme are maintained in a safe, clean and hygienic condition, and comply, as appropriate, with local city or district council requirements • Current Hazard Management Plan <p>And included in the programme hazard and risk management plan</p>	CDO or General Manager	Hazard management plan	<p>Programme File</p> <p>Hazard register</p> <p>First Aid Register</p>
2	The Programme Hazard management Plan is updated daily and all stakeholders advised of any changes	CDO	Hazard management plan	Programme File
3	A cell phone available at all times during the	CDO or deputy	Camp	

	programmes operation		meetings notes	
4	A fully stocked First Aid Kit is readily available to camp coaches but secured from camp participants			