

Providing information about participant needs

Why am I being asked to do this?



We understand that the way that different needs impact on someone's life varies greatly between individuals. We especially understand that if the needs are well managed, asking further questions might feel intrusive. So we'd like to give you a context to the information we are asking for on the application form and why we ask for it.

- As part of the training for the role of facilitator, we include sessions that look specifically responding to particular needs. It is helpful to be aware of whether this is personal to any participants and make appropriate adjustments to how we facilitate any activities and sessions.
- We know from experience that people can make assumptions and jump to incorrect conclusions about how a need might affect an individual. This is why we ask you to be specific about any needs, which enable us to make appropriate and necessary adjustments.
- As part of our support for the volunteer team we provide specific information about working with the needs participants have (e.g. asthma, migraines, epilepsy etc). For example how to respond if a participant has an asthma attack. We try to tailor this information so that it is relevant; therefore any specifics you can give will be helpful.
- Providing information about any needs means that we can work with the participant to agree the best way to support them at the event.
- Any information that you provide will remain confidential within the event team, and where relevant with the venue and emergency services.

Providing the information requested on application form enables us to provide the best support to each participant and the event team. We have specific questions that we ask to enable us to have sufficient information to support particular needs these are provided overleaf.

We take pastoral care of participants seriously, this includes how particular needs are supported appropriately. A member of the CYP staff team may contact you before the event to help plan any additional support.

Facilitation and Leadership

How to provide information about participant's needs



If the participant has any allergies, learning support needs, mental health conditions, physical health conditions, physical needs or emotional needs, please enclose the details requested below on a separate, named, dated and signed sheet.

About the participant's need and/or condition:

- be specific about what the need or condition is
- explain how it affects the participant (e.g. regularity, impact, if they have needed emergency treatment in the last year, whether they have been in hospital)
- how it can be avoided, prevented or minimised
- detail any action we may need to take (how we should respond, and if there are any support needs)
- if relevant give the contact details for medical professionals or social worker

If relevant please include the following information about the medication:

- the medication required and the condition it is for
- the amount taken and how the medication is taken e.g. tablets, inhaler, injection
- when the medication is taken (times of day, in an emergency)
- whether the participant can self medicate
- any side effects resulting from the medication that we need to know about
- any storage requirements for this medication (e.g. refrigeration, secure for a controlled drug).

Please ensure that medication is sufficient and is clearly and correctly labelled, i.e. that it is in the correct container, with participant's details, and indicates the dose taken each day.

In the event of an emergency: Please describe what signs or symptoms indicate an emergency for the participant in the event of an emergency,

- if and how medication should be administered and the amount
- any special precautions in relation to the medication that should be taken, e.g. signs that medication should not be given, any side effects that we need to know about
- the procedures we should take in an emergency
- include anything medical professionals need to know
- besides yourself, who should be notified, e.g. specialists, GP.

Changes to medical information

It is your responsibility to notify Children & Young People's Staff by phone and in writing of any changes in the medical information or medical treatment detailed above. The written notification should include your signature and should be sent to the lead staff member for JYM, this is Cat Waithaka who can be contacted at email: catw@quaker.org.uk tel:020 7663 1011