



Administering Medication



The procedures set out below are written in line with current guidance as stated within 'Managing Medicines in Schools and Early Years Settings'. The coach is responsible for making sure that all players understand and follow these procedures.

Wherever possible, children who are prescribed medication should receive their doses at home. If it is necessary for medication to be taken during sessions, children should be encouraged to take personal responsibility for this and, where appropriate, a full risk assessment will be carried out.

Where personal responsibility is not possible, all medication should be given to the Head coach in a clear plastic bag, clearly labelled with the child's name.

Medication will never be administered without Parents/Carer first completing 'a request to Administer Medication Form'. This form details:

- Child's name
- Date of birth
- Name of Medication
- Dosage
- Times and dates to administer
- Batch number on the medicine and box
- Expiry date
- Potential side effects
- Signed and dated

All medication will be stored in the first aid bag, which is kept under the head coach's supervision throughout the session. Medication which needs to be kept chilled, will be stored inside the fridge (where possible) in a marked plastic box until the parent/carer collects their child. **(Where a fridge is not available, the parents/carers will be notified).**

The Head coach will be assigned to administer medication, or witness self-administration for each individual child concerned. They will also be responsible for ensuring that:

- That the medication is properly labelled and safely stored during the session.

- It should be in its original container with the pharmaceutical label that includes the child's name, the date, the type of medicine and the dosage.
- Another member of staff acts as a witness to ensure that the correct dosage is given.
- Parents/carers sign in the **Medication Form** to acknowledge that the medication has been given.
- If for any reason a child refuses to take their medication, staff will not attempt to force them to do so against their wishes. If and when such a situation occurs, the child's parent/carer will be notified, and the incident recorded on the Medication Record.
- Where children carry their own medication (asthma pumps or insulin etc), it is recommended that the coaching staff hold onto the medication until it is required. This is to minimise possible loss of medication and to ensure the safety of other children.
- Inhalers should always be labelled with the child's name.
- The coaching staff may require additional training for some medication for example an Epi-pen. The Child welfare officer will ensure this training is given at the earliest opportunity.