



## **Administering Medication**

For any child attending Sports Elite who needs medication, their parent or carer must fill out a Permission to Administer Medication form beforehand. We won't administer any medication without this prior written consent.

Whenever possible, children should take their medication before coming to a Sports Elite session. If this is not possible, we'll encourage children to take personal responsibility for their medication, if appropriate. If children carry their own medication, such as asthma inhalers, Sports Elite staff will offer to keep it safe until needed. All medication must be labeled with the child's name.

### **Prescribed medication-**

Medication can only be administered if it's prescribed by a doctor, dentist, nurse, or pharmacist.

It must be provided in its original packaging, including the instructions and information leaflet.

The prescription sticker, with the child's name, date, type of medicine, and dosage, must be attached. Additionally, the medicine must be within its expiry date.

## **Non-Prescribed Medication (E.g. Calpol)**

Medication can only be administered if it's appropriate for the child's age.

It must be provided in the original packaging, labeled with the child's name, and include the instructions and information leaflet.

We strictly adhere to the instructions provided with the medication and cannot administer a dose that is not recommended for the child's age. Additionally, the medicine must be within its expiry date.

The coach in charge will oversee the administration of medication or witness self-administration by the child. They will also verify that the medication is correctly labeled and securely stored throughout the session.

### **Prior to administering any medication, the designated individual will:**

- Confirm that Sports Elite has obtained written consent.
- Request another staff member or adult volunteer to witness the correct dosage being given.

### **After administering the medication, the designated individual must:**

- Document all pertinent details on the Record of Medication Given form.
- Request the child's parent or caregiver to sign the form, acknowledging the administration of the medication.

If a child declines to take their medication, staff will not compel them to do so. The manager and the child's parent or caregiver will be informed, and the incident will be documented on the Record of Medication Given. Certain medications, like EpiPens, necessitate specialised training before use.

Only staff members with appropriate training will be authorised to administer such medication if needed.

If there are any alterations to a child's medication, such as changes in dosage or frequency, the child's parent or caregiver must complete a new Permission to Administer Medication form and return to a sports Elite member of staff.

For children with long-term medical conditions, Sports Elite will request the child's parents to provide a medical care plan from their doctor. This plan will specify the symptoms and treatment to ensure Sports Elite has a clear understanding of the child's medical needs.

Signed:

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the bottom.

Sports Elite LTD

Date:25/04/2024

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