

just play sports

Medication Administration Policy

1. Purpose of This Policy

This policy outlines the procedures for managing, administering, storing and recording medication for children and young people attending Just Play Sports sessions. It also covers the safe storage of staff medication.

It aims to ensure:

Children's health needs are safely supported.

Staff act consistently, safely and within their training.

Medication arrangements support applicable safeguarding and welfare requirements, including EYFS where applicable.

2. Scope

This policy applies to:

All coaching staff, assistants and volunteers.

All children and young people attending on-site sessions.

Medication administered during coaching hours.

Staff medication brought onto the premises.

No off-site activities are covered under this policy.

3. General Principles

Medication is only administered when essential during session hours.

A completed Online Medication Permission Form from a parent or legal guardian is required before planned administration.

Medication must be prescribed and supplied in its original labelled container.

Staff must protect the child's dignity, privacy and safety.

Emergency medication arrangements must be agreed before the child attends.

4. Parental Consent Requirements

4.1 Online Medication Permission Form

Parents/carers must complete the online form before medication can be accepted or administered.

Information required includes:

Child's full name and date of birth.

Medication name, matching the pharmacy label.

Condition requiring medication.

Exact dosage and timing instructions.

Known side effects.

Storage requirements.

Expiry date.

Emergency contact details.

Parent/carer declaration and signature.

4.2 Emergency Medication Consent

If a child requires emergency medication, such as an adrenaline auto-injector (EpiPen) or inhaler, parents/carers must provide written consent for Just Play Sports staff to administer it.

The Online Medication Permission Form is available on our website under Policies and must be completed before the child attends.

Parents/carers must also provide any individual healthcare plan or emergency treatment instructions and notify us promptly of changes.

5. Acceptable Medication Requirements

5.1 Prescribed Medication Only

Medication must be prescribed by an appropriately qualified healthcare professional, such as a:

GP.

Nurse prescriber.

Hospital doctor or specialist.

Dentist.

Advanced Nurse Practitioner with prescribing authority.

5.2 Original Container

Medication must be supplied in its original pharmacy-issued container and must not be repackaged.

5.3 Labelling and Instructions

Medication must have a clear, intact pharmacy label identifying the child, medication and dosage instructions.

Staff must also have clear information about:

- Method of administration.
- Timing or frequency.
- Expiry date.
- Storage requirements.
- Any additional prescribing instructions.

If instructions are unclear or incomplete, staff must obtain clarification before administering medication.

5.4 In-Date Medication

Expired medication will not be accepted.

6. Unacceptable Medication

Under Just Play Sports' arrangements, we will not accept or administer:

- Medication not in its original pharmacy-issued container.
- Over-the-counter medication unless prescribed and appropriately labelled.
- Herbal, alternative or homeopathic remedies.
- Medication with a damaged, missing or altered pharmacy label.
- Expired medication.
- Medication supplied in pill organisers, bags, envelopes or unlabelled containers.
- Medication where the pharmacy label, parental permission form or other instructions conflict.

Conflicting instructions must be resolved before administration.

7. Staff Authorisation and Training

7.1 Competent Staff Only

Only staff who are authorised and appropriately trained may administer medication.

7.2 Required Training

Staff must have appropriate training for:

- Emergency medication, including adrenaline auto-injectors and inhalers.
- Medication requiring specific techniques, such as buccal administration.
- Medication requiring medical or technical knowledge.

Training must:

- Be appropriate to the medication, device and child's needs.
- Be delivered by a suitably qualified healthcare professional or competent training provider.
- Be refreshed in line with the training provider's guidance, and sooner if the medication, device, healthcare plan or staff competency changes.

Staff training records are kept securely.

8. Medication Administration Record (MAR)

After each administration, staff must complete the MAR form, recording:

- Child's name.
- Date and time.
- Medication name.
- Dosage administered.
- Name and signature of the administering staff member.
- Name and signature of any witness.
- Any side effects or concerns.

A witness is required under our procedures for emergency or controlled medication where available, but obtaining a witness must never delay emergency treatment.

Missed or refused doses must also be recorded. Parents/carers must be informed on the same day medication is administered, or as soon as reasonably practicable, and promptly about missed doses, refusals or concerns.

9. Safe Storage of Children's Medication

- Routine medication will be stored in a locked, clearly labelled medication box, out of children's reach.

Storage must follow the medication's instructions, including refrigeration where required.

Emergency medication, such as inhalers and adrenaline auto-injectors, must be stored securely but remain immediately accessible to staff.

Staff must know where emergency medication is kept. Storage arrangements must not delay treatment.

Medication must not be left in unattended bags, coats or children's personal belongings.

Any arrangement for a child to carry or self-administer medication must be individually assessed and agreed with management and the parent/carer.

10. Staff Medication

Staff may bring medication required for their own use onto the premises.

All staff medication must be stored securely and out of children's reach at all times.

Medication must not be left in bags, coats or other belongings accessible to children.

Staff requiring emergency medication, such as an inhaler or adrenaline auto-injector, must inform the lead coach so safe storage and immediate access can be agreed.

Any need to carry medication must be considered individually and agreed with management, taking account of medical advice and the setting's requirements.

Relevant colleagues must know where emergency medication is kept and what action to take if assistance is needed.

Staff taking medication that may affect their ability to care for children must inform management and seek medical advice. They may only work directly with children if that advice confirms the medication is unlikely to impair their ability to care for them safely.

Information about staff medication and medical conditions will be handled confidentially and shared only where necessary.

11. Returning Medication

At the end of the coaching block, or when no longer required, medication will be returned directly to the parent/carer.

Where medication remains on site between sessions, this must be agreed with parents/carers, with checks to ensure it remains in date and sufficient supplies are available.

Parents/carers are responsible for arranging safe disposal of expired or unwanted medication.

Staff must not dispose of medication in general waste or drains.

12. Emergency Procedures

If a medical emergency occurs, staff must:

- Follow the child's individual healthcare plan, where available.
- Administer emergency medication in accordance with their training and the child's instructions.
- Call 999 immediately where required by the emergency plan or the child's condition. Following adrenaline administration, call 999.
- Contact the parent/carer as soon as possible without delaying treatment.
- Complete an incident record and MAR entry.

If consent, medication or instructions are missing during an unexpected emergency, staff must call 999 and follow the emergency call handler's instructions. Paperwork must not delay calling for help.

13. Record Keeping and Confidentiality

- Medication permission forms, MAR records, healthcare plans and training records must be stored securely.
- Records will be retained in accordance with Just Play Sports' retention schedule, applicable requirements and insurer advice.
- Personal information is confidential and shared only with those who need it to support safe care.

14. Safeguarding and Welfare Requirements

This policy supports:

- Written parental permission for medication administration.
- Secure storage and prompt access to emergency medication.
- Accurate administration records and communication with parents/carers.
- Appropriate staff training and competency.
- Safe storage of staff medication.
- Safe responses to medical emergencies.

Management must ensure these procedures are implemented alongside each school or setting's requirements and any individual healthcare plans.

15. Policy Review

This policy will be reviewed annually, or sooner if:

Relevant guidance or legislation changes.

Safeguarding concerns arise.

Feedback or an incident identifies improvements.

Operational arrangements change.

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Policy Written: 3rd November 2026

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Name: Jack Dillon

Position: Director

Signed: *Jack Dillon*