



Medication Administration Policy

1. Purpose of This Policy

This policy outlines the safe procedures for the management, administration, storage, and recording of medication for children and young people attending our sports coaching sessions. It ensures:

- Children's health needs are safely supported.
- Staff act consistently, safely, and within training guidelines.
- Clear compliance with **Ofsted 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.
- All medications administered **during coaching hours only**.

Note: No off-site activities are covered under this policy.

3. General Principles

- Medication is only administered when it is **essential during session hours**.
- Medication will only be given when we receive a completed **Online Medication Permission Form** from a parent or legal guardian.
- Medication must be **prescribed** and arrive in its **original labelled container**.
- Staff will follow strict procedures to ensure the child's dignity, privacy, and safety.

4. Parental Consent Requirements

4.1 Online Medication Permission Form (Required Before Any Administration)

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.
- Name of medication (must match 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.

5. Acceptable Medication Requirements

Only medication that meets **all** the following requirements may be accepted:

5.1 Prescribed Medication Only

Medication must be prescribed by a qualified healthcare professional, including:

- General Practitioner (GP)
- Nurse prescriber
- Hospital doctor or specialist
- Dentist (where applicable)
- Advanced Nurse Practitioner (ANP)

5.2 Medication Must Be in Original Container

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

5.3 Pharmacy Label Must Include:

- Child's full name
- Medication name
- Dosage instructions
- Method of administration
- Time(s)/frequency to be given
- Prescribing professional's details
- Date dispensed
- Expiry date
- Any storage requirements (e.g., refrigerated)

5.4 Medication Must Be In-Date

Expired medication will not be accepted.

6. Unacceptable Medication

We will **not** accept or administer:

- Medication not in its original pharmacy container.
- Over-the-counter medication *unless specifically prescribed and dispensed by a healthcare professional* (e.g., paracetamol, ibuprofen, antihistamines).
- Herbal, alternative, or homeopathic remedies.
- Medication with a damaged, missing, or altered pharmacy label.
- Expired medication.
- Medication stored in pill organisers, bags, envelopes, or unlabelled containers.
- Medication where the instructions differ between:
 - Pharmacy label
 - Parent's online form
 - Verbal explanations
(In this case, administration cannot proceed.)

7. Staff Authorisation and Training

7.1 Competent Staff Only

Only staff who have been authorised and appropriately trained may administer medication.

7.2 Required Training

Training is required for:

- Emergency medication (e.g., EpiPen, inhaler).
- Medication requiring specific techniques (e.g., buccal administration).
- Any medication requiring clinical understanding.

Training must:

- Be delivered by a recognised healthcare professional or approved training provider.
- Be refreshed at least every two years or sooner if guidance changes.

Records of staff training are kept securely.

8. Medication Administration Record (MAR) Form

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

- Child's name
- Date and time medication was given
- Dosage administered
- Name of administering staff member
- Name of witness (required for emergency or controlled medication)
- Any side effects or concerns
- Signatures

Missed or refused doses must also be recorded and reported to parents as soon as reasonably possible.

9. Safe Storage of Medication

- Medication will be stored in a **locked, clearly labelled medication box**, out of reach of children.

- Storage will follow pharmacy label instructions (e.g., refrigeration).
- **Emergency medication** (such as inhalers or EpiPens) may be kept in a secure but quickly accessible staff-only area.
- Medication must not be left in bags, coats, or children's personal belongings.

10. Returning Medication

- At the end of the coaching block or when medication is no longer required, medication will be returned directly to the parent/carer.
- Parents are responsible for disposing of expired medication.
- Staff will not dispose of medication unless directed by a healthcare professional.

11. Emergency Procedures

If a medical emergency occurs:

1. Follow the child's individual healthcare plan (if one exists).
2. Administer emergency medication if trained and authorised.
3. Call **999** if required.
4. Contact the parent/carer immediately.
5. Complete an incident record and MAR entry.

12. Record Keeping and Confidentiality

- All medication forms, MAR sheets, and training records are securely stored in line with data protection regulations.
- Records are kept for a minimum of **three years** (or as required by Ofsted for EYFS providers).
- Personal information is confidential and shared only with staff who need it.

13. Ofsted Compliance Notes

This policy meets Ofsted's requirements for:

- Written parental permission before medication is given.

- Secure storage of medication.
- Accurate and prompt record keeping.
- Training and competency of staff administering medication.
- Safe handling of emergency situations.
- Ensuring children's health, safety, and welfare at all times.

14. Policy Review

This policy will be reviewed annually or sooner if:

- Ofsted guidance changes
- Legislation changes
- Safeguarding concerns arise
- Feedback identifies improvements

Policy Written: 19th August 2026

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Signed: Jack Dillon