



Medication Policy for Ace Sports Coaching.

Location: Ace Sports

Policy Created By: Nick McGowan

Policy Date: September 2024

Review Date: September 2025

1. Policy Statement

At Ace Sports Coaching, we are committed to ensuring the health, safety, and well-being of all children in our care. This policy outlines the procedures for administering medication to children, including prescription and non-prescription medicines. Our goal is to ensure that medication is given safely and appropriately, in line with the legal requirements and best practices.

2. Aims and Objectives

- **Ensure Safety:** To safely manage the administration of medication to children in our care.
- **Clear Procedures:** To provide clear guidelines for staff, parents, and carers regarding the administration of medication.
- **Legal Compliance:** To ensure that the handling, storage, and administration of medication comply with UK legislation and regulations.

3. Legal Framework

This policy is guided by the following UK legislation and statutory guidance:

- The Children Act 1989 and 2004
- The Medicines Act 1968
- The Early Years Foundation Stage (EYFS) Statutory Framework
- Health and Safety at Work Act 1974
- Control of Substances Hazardous to Health Regulations (COSHH) 2002

4. Roles and Responsibilities

4.1 Parents/Carers

- **Provide Medication:** Parents/carers must supply the medication in its original container, clearly labeled with the child's name, dosage instructions, and expiration date.

- **Consent:** Parents/carers must complete and sign a Medication Consent Form before any medication can be administered.
- **Information:** Parents/carers are responsible for providing accurate information about the child's medical needs, including any allergies or conditions.

4.2 Staff

- **Trained Staff:** Only trained and authorised staff are permitted to administer medication to children.
- **Record Keeping:** Staff must maintain accurate records of all medications administered, including the time, dosage, and any observations.
- **Storage:** Staff are responsible for the safe storage of medication, ensuring it is kept out of reach of children and in the appropriate conditions (e.g., refrigerated if necessary).

4.3 Management

- **Oversight:** Management is responsible for ensuring that all staff are trained in the medication policy and that procedures are followed consistently.
- **Policy Review:** Management will regularly review and update the medication policy to ensure it remains in line with best practices and legal requirements.

5. Administration of Medication

5.1 Prescription Medication

- **Original Packaging:** Medication must be provided in the original packaging, with the pharmacy label attached.
- **Written Consent:** Medication will only be administered if the parent/carer has completed the Medication Consent Form, detailing the child's name, medication name, dosage, and administration times.
- **Administering Medication:** Staff will follow the instructions on the pharmacy label. Any changes to the medication or dosage must be accompanied by a new consent form and documentation from a healthcare professional.
- **Recording:** Each time medication is administered, staff will record the details in the Medication Administration Record (MAR), including the date, time, dosage, and the name of the staff member administering the medication.

5.2 Non-Prescription Medication

- **Parental Consent:** Non-prescription medication, such as paracetamol or antihistamines, will only be administered with prior written consent from the parent/carer.
- **Dosage and Frequency:** The dosage and frequency must be in line with the manufacturer's instructions and age-appropriate guidelines. The first dose should be administered by the parent/carer to monitor any adverse reactions.
- **Recording:** As with prescription medication, all administrations of non-prescription medication will be recorded in the MAR.

5.3 Emergency Medication

- **EpiPens and Inhalers:** Children who require emergency medication, such as EpiPens or asthma inhalers, must have an Individual Health Care Plan (IHCP) in place. The IHCP will outline the child's medical condition, triggers, symptoms, and the steps to be taken in an emergency.
- **Training:** Staff will receive specific training on how to administer emergency medication, ensuring they are confident and competent in dealing with such situations.
- **Accessibility:** Emergency medication will be stored in a readily accessible location, clearly labeled with the child's name, and known to all staff.

5.4 Refusal of Medication

- If a child refuses to take their medication, staff will not force them to do so. The incident will be recorded, and the parent/carer will be informed immediately. Further advice will be sought from healthcare professionals if necessary.

6. Storage of Medication

- **Secure Storage:** All medication will be stored securely, in a locked cupboard or container, out of reach of children.
- **Refrigerated Medication:** Medication requiring refrigeration will be stored in a clearly labeled, dedicated section of the fridge.
- **Expiry Dates:** Staff will regularly check the expiration dates of all medication. Expired medication will not be administered and will be returned to the parent/carer for disposal.

7. Record Keeping

- **Medication Administration Record (MAR):** A MAR will be maintained for each child receiving medication, detailing the date, time, dosage, and administering staff member. Parents/carers will be informed of any medication given at the end of each day.
- **Consent Forms:** Medication Consent Forms will be kept on file and reviewed regularly to ensure the information is up to date.

8. Training

- **Staff Training:** All staff involved in administering medication will receive appropriate training, including the safe handling, storage, and administration of medication.
- **Specialised Training:** Staff responsible for administering emergency medication (e.g., EpiPens, inhalers) will receive specialised training to ensure they are fully prepared to respond to emergencies.

9. Parental Responsibility and Communication

- **Providing Information:** Parents/carers are responsible for providing accurate and up-to-date information about their child's medical needs and for notifying the setting of any changes.

- **Communicating Changes:** Any changes in medication or the child's health status must be communicated to the setting immediately, with updated consent forms provided as necessary.

10. Off-Site Activities

- **Carrying Medication:** When children are taken off-site for trips or sports activities, a designated staff member will carry any necessary medication, along with a copy of the Medication Administration Record and the child's Individual Health Care Plan, if applicable.
- **Emergency Procedures:** Staff will be trained on how to administer medication in an off-site setting and will have access to emergency contact information for each child.

11. Monitoring and Review

This medication policy will be reviewed annually or sooner if there are changes in legislation, guidance, or circumstances. Regular checks will be made to ensure the policy remains effective and up to date.

Next Review Date: September 2025

Policy Reviewed By: Nick McGowan