

# **Swift Sports Coaching Administering Medication policy**



## History of most recent policy changes

Date	Reason for Change
7 <sup>th</sup> August 2017	Creation
May 2019	Review
October 2020	Review
August 2021	Review
August 2022	Review
August 2023	Review
August 2024	Review

If a child attends any aspect of Swift Sports Coaching provision and requires medication of any kind, their parent or carer must complete a Medication form providing consent. Staff will not administer any medication without such written consent.

Ideally, children should take their medication before arriving. If this is not possible, children will be encouraged to take personal responsibility for their medication, where this is appropriate.

To ensure that the correct medication is administered the medication provided must have a label attached which includes the child's name, the date, the type of medicine and the dosage and provided in a clear resealable bag.

A designated staff member will be responsible for administering medication or for witnessing self-administration by the child. The designated member of staff will ensure that it is stored securely during the session. Before any medication is given, the designated person will:

- Check that the course has received written consent
- Ask another member of staff to witness that the correct dosage is given.

When the medication has been administered, the designated person must:

- Record all relevant details

If children carry their own medication (e.g. asthma inhalers), the course staff will offer to keep the medication safe until it is required. Inhalers must be labelled with the child's name.

If a child refuses to take their medication, staff will not force them to do so. A senior member of staff will notify the child's parent/carers.

We appreciate certain medications require specialist training before use, e.g. Epi Pens. Where possible we will have a member of staff with specific training, however this isn't always possible. There will however **ALWAYS** be a designated 'First Aider'. It is at the parent's discretion as to whether they choose to leave their child if a member of our team doesn't have specific or relevant training. Again, a signed letter of consent needs to be left with any instruction for staff if requested.

If a child suffers from a long term medical condition Swift Sports Coaching will ask the child's parents to provide a medical care plan from their doctor, to clarify exactly what the symptoms and treatment are so that the course has a clear statement of the child's medical requirements.

## Parental/Carer agreement for setting to administer medicine

Swift Sports Coaching will not give your child medicine unless you complete and sign this form.

	<b>Swift Sports Coaching</b>			
Name of child				
Date of birth				
Medical condition or illness				
<b>Medicine</b>				
Name/type of medicine (as described on the container)				
Expiry date				
Dosage and method				
Timing				
Special precautions/other instructions				
Are there any side effects that Swift Sports Coaching need to know about?				
Self-administration – y/n				
Procedures to take in an emergency				
<b>NB: Medicines must be in the original container as dispensed by the pharmacy</b>				
<b>Contact Details</b>				
Name				
Daytime telephone no.				
Relationship to child				
Address				
I understand that I must deliver the medicine personally to	[agreed member of staff]			

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Swift Sports Coaching staff administering medicine in accordance with Swift Sports Coaching Administering Medication policy. I will inform the Swift Sports Coaching immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s)

Date

Appendix B:

## Record of medicine administered to all children

## Swift Sports Coaching

Date	Child's name	Time	Name of Medication	Dose Given	Any Reactions	Signature of staff	Print Name of staff