



SUPPORTING PARTICIPANTS WITH MEDICAL CONDITIONS AND ADMINISTERING MEDICINE POLICY

AIM OF POLICY STATEMENT

1. To ensure all staff understand their roles and responsibilities in administering medicines.
2. To support children with medical conditions
3. To ensure parents and carers understand their roles and responsibilities in respect of their children's medical needs.
4. To ensure medicines are stored and administered safely.

Where children are unwell and maybe infectious, children should remain at home to be cared for and looked after and may not return to a venue for at least 24 hours into a course of antibiotics to ensure no adverse reactions have occurred.

When working in a school during Term time, Medical conditions and medication must be recorded and administered through the schools Administered Medicine Policy and staff must ensure they are aware and follow school medicine procedures correctly.

When working in a sports camp or off site sports venue, all staff must follow the Next Level Sports Ltd Administering Medicine Policy.

PRESCRIPTION MEDICINES

1. Medicines must only be brought to venues when essential (where it would be detrimental to the child's health if the medicines were not administered during the venue times).
2. We will only administer medicines that have to be taken 4 times a day or states that must be taken at a precise time of the day.
3. Medicines prescribed to be taken 3 times a day must be taken before our venue, after and in an evening, resulting in not needing to be administered by a Next Level Sports Ltd staff member.
4. If a parent/carer chooses to come into one of our schools or venues to administer the medicine themselves, this will be recorded on a Next Level Sports Ltd medicine form and signed by both the parent and member of staff who oversaw the administering of the medicine by the parent. All parents must report to the main reception and be escorted by a member of staff at all times.
5. All medicines must be given directly to the lead coach of a venue/school on arrival.
6. On arrival if a child has medicine then this must be recorded on a Next Level Sports Medicine record sheet, with relevant info and parent/carer signature.
7. All medicines to be looked after by a member of staff and kept/stored in a safe location away from the child (except inhalers – see below).
8. On arrival members of staff should be made aware of any medical needs of the children, including inhalers.
9. If a parent requests a child carries the inhaler with them during activities (from one activity to another), then this must be logged and signed for on their medicine record sheet.
10. Medicines will only be accepted in the original container as dispensed by a pharmacist and with the prescriber's instructions for administration.
11. The appropriate measuring spoon must also be included with any liquid prescribed medicine.
12. Any medicine administered must be logged and signed by a member of staff and oversaw by another member of staff (2 staff present at all times during administration).
13. Emergency medication such as epipens, inhalers and epilepsy medication etc will be administered as necessary and recorded on a child's individual medical records.
14. Staff should not apply prescribed creams directly, these should be applied by the child themselves (or parent/carer) under the supervision of a member of staff.



NON-PRESCRIPTION MEDICINE

We will not administer any non-prescription medicines in our schools or venues.

1. If a parent/carer chooses to come into a venue to administer non-prescribed medicine to their child, this be recorded on the child's individual medical record.
2. All parents must report to the main entrance on arrival and be escorted by a member of staff at all times.
3. Children must not carry medicines themselves for self-administration during the venue day.
4. We will not administer paracetamol or Ibuprofen, unless prescribed by a doctor to be administered 4 times a day.
5. We do not allow non-prescribed creams (other than sun cream)
6. We do not allow cough sweets in our venues

ROLES & RESPONSIBILITIES OF NEXT LEVEL SPORTS STAFF

1. Staff at Next Level Sports Ltd are expected to do what is reasonable and practical to support the inclusion of all children.
2. This will include administering medicines or supervising children in self-administration.
3. However they have no legal or contractual duty, staff may be asked cannot be directed to do so.
4. Staff must be made aware by the school or parent of any Health Care Plan and the emergency procedures to follow in the event of an emergency.
5. Staff must complete a medical form for all medicine and record when administered (to be overseen by another member of staff)
6. Staff must ensure medicine is kept and stored in a safe place
7. Relevant staff will be trained on how to administer specialist medicine by appropriate person or parent.
8. Inhalers and epipens may be kept in hand, but must be recorded in the appropriate manner.

ROLES AND RESPONSIBILITIES

In most cases parents or carers are expected to administer medicines to their children themselves outside of our venue hours, but where this is not possible, parents/carers of children in need of prescribed medicine must ensure that Next Level Sports is accurately advised about the medication, usage, dosage and administration.

1. Parents/carers must complete a medicine form, in person when handing over medicine.
2. Children may be able to manage their own medicine, under supervision, but only if parent agreement has been given and signed for.
3. Parents are responsible for ensuring all medicine handed over to Next Level Sports is in date.
4. Parents are responsible for ensuring medicines such as inhalers and epipens are working correctly and full.
5. It is the parents responsibility to collect and dispose of any medication

LONG TERM AND COMPLEX NEEDS

Where a child has a significant or complex health needs parents must give full details when booking on or registering a child to a venue. If there is a health care plan, this must be shared with Next Level Sports.

If the long term or complex need needs medication, then this must be recorded and administered as stated.

SAFE STORAGE OF MEDICINE

The lead coach is responsible for the medicines to be stored safely. Medicines should be stored in the supplied container, labelled with child's name and instructions for administration.

Medicines are stored in a refrigerator or within a locked cupboard with the main office or staff room. Inhalers and epipens to be kept on the lead coach at all times, or inhalers can be kept by child, as long as this has been stated on the medicine form.



EMERGENCY PROCEDURES

1. All staff are aware of procedures when dealing with a medical emergency.
2. All lead coaches to be first aid trained
3. All Lead coaches to carry a mobile phone incase of an emergency
4. All staff to follow a Health Care Plan if one in place and be aware of the emergency procedures.
5. In a medical emergency every effort will be made to contact the parent/carer through the consent details on their booking form, after the emergency services have been called.
6. A lead coach to support the child on the way to the hospital if the parent is not present.
7. Scott Hardy or Luke Smith to be contacted regarding any emergency and this is to be logged by the lead coach on a major incident form.
8. Parents/carers are responsible for keeping all contact information up to date, informing the lead coaches to any changes on a day to day basis.
9. Health care professionals to make decisions during an emergency.

This policy was adopted at a meeting of	Next Level Sports Ltd.
Held on (Date)	01/09/2018
Date to be reviewed (Date)	01/09/2019
Signed on behalf of the provider	LR Smith
Name of signatory	Luke Smith
Role of signatory (e.g. chair, director or owner)	Director