



## Medication Policy

At Elite SF, we promote the good health of children attending sessions and take necessary steps to prevent the spread of infection (see Infection Control policy). If a child requires medicine, we will obtain information about the child's needs and ensure this information is kept up to date.

We follow strict guidelines when dealing with medication outlined below.

### Medication Prescribed by a Doctor, Dentist, Nurse, or Pharmacist

(Medicines containing aspirin will only be given if prescribed by a doctor)

- Prescription medicine will only be given when prescribed by the above professionals and for the person named on the bottle at the stated dosage.
- Medicines must be in their original containers with instructions printed in English.
- Those with parental responsibility must hand over the medication to a manager or if the only coach on session, then the lead coach. They will then note details on the administration form. Another coach or manager will check these details.
- Any new medication prescribed must be given **24 hours at home** first in case of an allergic reaction.
- Prior written permission must be provided for each medication. However, we will accept written permission once for a whole course or ongoing use under these circumstances:
  1. Permission is only acceptable for that brand name of medication and cannot be used for similar types.
  2. Dosage on the written permission is the only dosage administered.
  3. Parents must notify us **immediately** if the child's circumstances change, e.g. a dose has been given at home.
- Elite SF will not administer a dosage exceeding the recommended instructions unless accompanied by written instructions from a health professional.

- Parents must inform a manager or a coach when the child was last given the medication, and coaches will record this. When collected, the parent must be given details of the dosage and times, with signatures obtained.
- A senior coach will supervise the child taking the medicine at the prescribed time and in the prescribed form.

**Note:** Coaches are not legally obliged to administer medication.

- If the child refuses, a note will be made on the form.
- Where medication is essential or may have side effects, discussion with the parent will determine the appropriate response.

### **Non-Prescription Medication**

(These will not usually be administered)

- Elite SF will not administer non-prescription medication containing aspirin.
- Non-prescription medication may only be administered for a short initial period, e.g. emergency Calpol or antihistamines, depending on the child's condition. After this, medical attention should be sought.
- If medical attention is preferred over non-prescription medication, Elite SF reserves the right to refuse care until the child is seen by a medical practitioner.
- On registration, parents may provide consent for specific medications under specific circumstances (e.g. temperature increase, wasp/bee sting).
- An emergency supply of fever relief (e.g. Calpol) and antihistamines (e.g. Piriton) will be stored on site. Parents will be contacted before use. The child must be collected afterward.
- Coaches will attempt to contact parents before administering any non-prescription medication. If parents cannot be contacted, a manager will make the decision based on the child's safety and medical history.
- Non-prescription medication will be a last resort; other methods will be attempted first.
- For topical creams (e.g. Sudocrem), prior written parental permission is required, and the parent must provide the cream labelled with the child's name.
- Parents must inform a manager or a coach if medication has already been given at home.

- Coaches will record and inform parents of any non-prescription medications administered during the day.
- **No medication will be administered without prior written consent.**

### **Injections, Pessaries, Suppositories**

- Administration of injections, pessaries, and suppositories is considered intrusive and will **not** be carried out without appropriate medical training for the coaches responsible for the child.
- For long term medical requirements, an Individual Health Care Plan from the relevant health team will be in place.

### **Coach Medication**

- Coaches must only work with children if fit to do so.
- Coaches must inform their manager if medication affects their ability to care for children.
- Decisions about fitness to work will include medical advice and observations from other coaches.
- Coach medication must be stored securely out of reach of children, e.g. in a locker or separate locked container.

### **Storage**

- All children's medication must be labelled with the child's name and kept in a closed, inaccessible box.
- Emergency medication (e.g. inhalers, EpiPens) will be within easy reach of staff but out of children's reach.
- Refrigerated medications must be stored in a designated fridge inaccessible to children.
- Medications must be in original containers with legible labels and instructions. Coaches will check expiry dates and prescription details before administration.
- Stored medications will be regularly checked with parents to ensure continued need and accuracy of the administration form.

### **Handling Sharps**

### **Training and Awareness**

- Relevant coaches will be trained in handling and disposing of sharps safely.

- Relevant coaches will follow safety protocols when managing sharps and administering medication.

### **Storage and Handling**

- Sharps should be stored in a safe, secure, designated area inaccessible to children.
- Only authorised coaches may access sharps.
- Insulin and glucose testing equipment must be clearly labelled and stored according to the child's requirements.

### **Sharps Disposal**

- Use certified, puncture resistant containers for needles and lancets.
- Containers must be easily accessible and securely stored when not in use.
- Regular checks and safe disposal practices must be followed to avoid accidental injuries.

### **Accidental Exposure or Injury Protocol**

- Immediate cleaning, first aid, and notification of supervisor and child's parents/guardians.
- Report any incidents to relevant authorities as required.
- Seek medical advice if accidental injuries occur to the coach administering medication.

### **Confidentiality and Documentation**

- Maintain confidentiality regarding the child's medical condition.
- Document incidents involving sharps confidentially.
- Keep records of coach training and incidents related to sharps.

### **Parental Involvement**

- Parents must provide up to date medical information and instructions for medication.
- Maintain regular communication with parents regarding their child's care and any changes.

## **Risk Assessment and Reviews**

- Conduct regular risk assessments for potential hazards in sessions, including sharps and medication use.
- Review sharps policy regularly, particularly after incidents or new practices arise.

## **Emergency Plan**

- An emergency plan must be in place and communicated to all coaches.
- Coaches should receive training to manage medical emergencies according to the child's health care plan.

## **Emergency Medication Procedure**

### **1. Policy Statement**

Elite Skills & Fitness is committed to ensuring that all children with medical conditions are supported safely and effectively. This procedure outlines the actions to be taken in the event that a child requires **emergency medication** during a session.

This includes, but is not limited to:

- Asthma attacks (inhalers)
- Severe allergic reactions (EpiPen / auto-injectors)
- Seizures (where emergency medication is prescribed)
- Any other condition requiring urgent intervention

### **2. Key Principles**

- The child's **health and safety is the priority at all times**
- Only **trained coaches** will administer emergency medication
- Medication must be **provided by the parent/carer and clearly labelled**
- Emergency procedures will be followed **without delay**

### **3. Storage & Accessibility**

- Emergency medication must be:
  - Easily accessible at all times
  - Clearly labelled with the child's name
  - Stored in line with care plan instructions

- Medication must **never be locked away if it may be needed urgently**
- Staff must know the location of all emergency medication

#### **4. Individual Healthcare Plans**

- Where a child requires emergency medication or ongoing medication, an **Individual Healthcare Plan (IHP)** must be in place where possible.
- This should include:
  - Condition details
  - Signs and symptoms
  - Dosage and administration instructions
  - Emergency contact details

#### **5. Emergency Plan Procedure (Step by Step)**

In the event of a medical emergency:

##### **1. Recognise symptoms**

- Coaches identify signs of distress or medical emergency

##### **2. Act immediately**

- Do not delay treatment
- Stay calm and reassure the child

##### **3. Administer medication**

- Follow training and instructions on the care plan
- Use the child's prescribed medication only

##### **4. Call emergency services (999)**

- If symptoms are severe, worsen, or do not improve
- Always call for:
  - Anaphylaxis
  - Severe asthma attack
  - Loss of consciousness
  - Seizures (as per care plan) **Inform parents/carers immediately**
- Contact using emergency details provided

## 5. Continue supervision

- Monitor the child until help arrives
- Never leave the child alone

## 6. Coaches Training

- Coaches will receive training in:
  - Recognising medical emergencies
  - Use of emergency medication (e.g. EpiPen, inhalers)
- Only trained coaches should administer medication where possible
- In a life threatening emergency, coaches may act in the **best interests of the child**

## 7. Recording & Reporting

After the incident, a written record must be completed including:

- Time
- Date
- Nature of the incident
- Medication administered
- Coach or coaches involved
- Parents/carers must sign the record where possible
- Incidents will be reviewed to improve practice
- Consent - Written parental consent must be obtained in advance for emergency medication
- Medication must be in date and provided by the parent/carer

This procedure will be reviewed annually or following any medical incident to ensure it remains effective and in line with best practice.

## Children on Long Term Medication Linked to a Disability

### Purpose

- Ensure safety, wellbeing, and proper management of children on long term medication due to a disability.

### Case by Case Review

- Each child will undergo a personalised review assessing specific medication needs and potential health and safety impacts.

### Risk Assessment

- Comprehensive risk assessments will identify potential risks and be updated regularly.

### **Collaboration with Healthcare Providers**

- Elite SF will work with healthcare providers to ensure medical recommendations are incorporated into care plans.

### **Ongoing Monitoring**

- Continuous monitoring, including regular check ins, care plan adjustments, and communication with parents and healthcare professionals.

### **Review and Adjustment of Policy**

- The policy will be updated as needed to reflect legislation, medical guidelines, or best practices.

### **Acknowledgement and Acceptance (BrightHR)**

All self-employed coaches and contractors engaged by Elite SF are required to read and acknowledge this Policy Breach Procedure, along with all associated policies, via the BrightHR system (or equivalent compliance platform used by the business).

Acknowledgement via BrightHR constitutes confirmation that the individual:

- Has read and understood the contents of this procedure
- Agrees to adhere to all company policies and standards
- Understands the consequences of policy breaches as outlined

Failure to complete policy acknowledgement may result in:

- Suspension of work allocation
- Removal from scheduled sessions until compliance is confirmed

The business reserves the right to rely on digital acknowledgement records as evidence of acceptance of terms and expectations.

**Adopted on:** 29<sup>th</sup> December 2025

**Signed on behalf of Elite SF:** J. Bartram

**Date for review:** 29<sup>th</sup> December 2026