



Medication Policy

Overview and Intent

Kinetic Sports Group promotes the health and wellbeing of children attending our services and we recognise that children may need short term or long term medication in order to be healthy and well. We also acknowledge that staff and volunteers may also need to take or use medication and we will ensure that we have strict procedures in place to protect children.

Legal Context

This policy takes in to account the following legislation and best practice guidance:

Early Years Foundation Stage Statutory Framework 2021

Equality Act 2010

Childcare Act 2006

Children Act 1989

Children and Families Act 2014

SEND code of practice: 0 – 25 years 2015

Management of Health and Safety at Work Regulations 1999

Safeguarding disabled children: practice guidance

Education Act 2011

Working Together to Safeguard Children 2018

Procedures – short term medication for children

Short term medication is medication that a child may need temporarily and for a short period of time e.g. 7 days

- Prescription medication can be prescribed by a doctor, dentist, nurse or pharmacist and will only be given to the person named on the bottle or container
- All medication must be in it's original container with the original label which should be legible
- Parents or carers must hand any medication to the venue lead or nominated colleague who will ensure it is stored according to the instructions on the container e.g. refrigerated. Medication must never be stored in the first aid kit.
- The parent or carer must complete a medication form which will include information such as the child's name, date of birth, the name of the medication, the dosage amount and times of dosage. The same form can be signed each day for a period of up to 5 days as long as the information is still current and correct.
- Any relevant information should also be documented such as the possibility of the child becoming drowsy after taking the medication, whether the medication should be taken with or before food or any other specific instructions or conditions
- The venue lead or nominated colleague must check that the information on the form matches the information on the medication label
- Where medication is not a prescription medication the instructions of the container or Patient Information Leaflet (PIL) should be followed
- Medication will only be administered by the venue lead or nominated colleague and the medication given will be documented and the information relayed to parents or carers of the child
- Any reactions or issues arising from taking medication will be documented and the parents or carers informed

- We recognise that there may be times when children need medication for a short period of time and it is not practical to obtain a prescription, for example sudocrem or calpol
- We will not administer any non-prescription medication containing aspirin
- The venue lead can decide whether a child is well or fit enough to be attending the session or service and/or whether any alternative arrangements should be made

Procedures – long term medication for children

Long term medication refers to medication that a child may need to take regularly or as and when needed over a long period of time. Examples include, but are not limited to asthma inhalers or autoinjectors

- Emergency or life saving medication such as asthma inhalers or autoinjectors should be stored appropriately and should be accessible at all times. They should not be stored in a locked room or cabinet
- Where long term medication is needed a care plan should be completed along with a long term medication record, which should be reviewed regularly. When working on a school site during school opening hours it is acceptable to use the school's documentation to avoid duplication
- The parent or carer must complete a long term medication form which will include information such as the child's name, date of birth, the name of the medication, the dosage amount and times of dosage or document the signs and symptoms that would require the medication to be taken
- Any relevant information should also be documented such as the possibility of the child becoming drowsy after taking the medication, whether the medication should be taken with or before food or any other specific instructions or conditions
- The venue lead or nominated colleague must check that the information on the form matches the information on the medication label
- Medication will only be administered by the venue lead or nominated colleague and the medication given will be documented and the information relayed to parents or carers of the child. If a child is able to take their medication independently then this will be documented on the care plan.

- Any reactions or issues arising from taking medication will be documented and the parents or carers informed
- The venue lead can decide whether a child is well or fit enough to be attending the session or service and/or whether any alternative arrangements should be made

Procedures – staff

- Staff and volunteers should only work with children when they are fit to do so and therefore should not be working if they are too unwell to carry out their duties effectively and safely or medication they are taking impacts their ability to carry out their job role
- When a member of staff or a volunteer feels that their illness, condition or medication is affecting their ability they should inform the venue lead or a manager
- If a member of staff or a volunteer needs to take medication while on duty they should inform the venue lead or manager
- All medication must be clearly labelled with the person's name
- All medication must be stored out of the reach of children

Date	Summary of Changes	Other Comments
26 th March 2026	No Changes	Revision due 26/3/2027