



Administering Medication Policy

If a child attending a StepUp Sports Coaching activity session requires medication of any kind, their parent or carer must inform StepUp Sports Coaching by one or both of the following ways:

Prescribed Medicines for Long-Term Health Issues (e.g. asthma, allergies etc)

Parents/carers must provide all information requested when adding their child's details to your StepUp account online. Information required includes the medical condition and/or type of allergy, the medication that has been prescribed, the known symptoms of the medical condition and/or allergy, details of the treatment required (if any), and the details of any restrictions (if any).

If a child has been diagnosed after a parent/carer has registered their child's details on their StepUp account, parents/carers must log in to their StepUp account and update their child's information accordingly.

Likewise, should a child's medical condition change and/or improve that results in a change of medication and/or treatment, parents/carers must log in to their StepUp account and make the necessary changes.

Should a parent/carers be unsure how to make updates to their StepUp accounts they should email hello@stepupfoundation.org.uk for support.

By providing the details as described above and completing the child registration form via our online system, parents/carers are giving permission for staff to administer medical treatment in line with the information provided by the parent/carers.

StepUp Sports Coaching staff will only administer prescription medicines if they have been prescribed for a child by a doctor, dentist, nurse, or pharmacist.

Inhalers, AAls, and any other life-saving emergency medication will be kept safe, and will move around the venue, close to the child, so that it is available for immediate use.

Prescribed and Non-Prescribed Medicines for Short-Term Health Issues (e.g. coughs, colds, viruses etc)

If a child has been prescribed short-term medication, our advice is for the child not to attend. If a child with prescribed or non-prescribed medicine for short-term illness does attend, parents should administer the medication at home before arrival at the session. If a child needs to take medication during a session, children should be encouraged to take personal responsibility for this, if appropriate.



Staff will only administer prescribed or non-prescribed medication for short-term illness where we have received written permission. Parents/Carers must complete a Permission to Administer Medicine form when dropping their child off at the activity session. Forms can be obtained in advance by emailing hello@stepupfoundation.org.uk

If a child requires a non-prescribed medication to be administered, staff will consider this on a case-by-case basis after careful discussion with the parent/carer. StepUp Sports Coaching reserves the right to refuse to administer non-prescribed medication.

Prescribed and Non-Prescribed Medication

All medication must be labelled with the child's name. Medication must be supplied in its original packaging with the instructions and information leaflet included.

For prescribed medicines, the prescription sticker must be attached and include the child's name, date, type of medicine, and dosage.

For non-described medicines, staff will follow the instructions for administering the medicine found in the information leaflet and provide the correct dosage for the child's age, as per the instructions given on the original packaging and/or leaflet.

All medicines must be in date.

A dedicated staff member will be responsible for administering medication or for witnessing self-administration by the child. The designated person will also check that the medication is properly labelled and will offer to keep the medication safe until it is required.

Before any medication is given, the designated person will:

- Check we have written consent
- Ask another member of staff or adult volunteer to witness that the correct dosage is given

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

- Record all relevant details on the Record of Medication Given form
- Ask the child's parent/carer to sign the form to acknowledge that the medication has been given

If a child refuses to take their medication, staff will not force them to do so. The coach in charge will inform the child's parent/carer and take advice on next steps.