



Administration of Medicines Policy	
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1. Policy Statement

CM Sports promotes the health, safety and wellbeing of all children attending our activities and takes appropriate steps to prevent the spread of infection and manage children's medical needs safely.

Where a child requires medication during a CM Sports session, we will obtain appropriate information and parental consent, ensure this information is kept up to date and follow safe procedures for storage, administration and recording.

CM Sports will only administer medication where appropriate arrangements are in place and staff are confident that it can be done safely. Staff will not be expected to administer medication for which they have not received appropriate information, training or instruction.

2. Medication Principles

CM Sports will:

- Obtain relevant information about a child's medical needs.
- Obtain appropriate written parental consent before administering medication, except where emergency arrangements or other lawful circumstances apply.
- Ensure medication is clearly labelled, in date and supplied in its original container where applicable.
- Follow the prescribed dosage and instructions.
- Store medication safely and appropriately.
- Keep accurate records of medication administered or refused.
- Ensure emergency medication is readily accessible to authorised staff when required.
- Respect the child's dignity and individual needs.
- Keep medical information confidential and share it only with those who need the information to safeguard and care for the child.
- Ensure staff understand that administering medication is a responsibility that must only be undertaken where they are competent and appropriately supported.

3. Prescription Medication

Prescription medication will only be administered:

- To the child for whom it has been prescribed.
- In accordance with the prescriber's instructions.
- At the dosage and frequency authorised by the parent and stated on the medication/instructions.
- Where the medication is in date and appropriately labelled.
- Where the required parental consent has been obtained.

Medication should normally be provided in its original container as dispensed by a pharmacist, clearly showing the child's name and instructions for administration, dosage and storage.

A senior member of staff will check the medication and consent information before administration where reasonably practicable.

Staff must not increase, reduce or otherwise alter the prescribed dosage unless this has been appropriately authorised and documented.

Parents/carers must inform CM Sports immediately of any changes to medication, dosage, timing or medical circumstances.

4. Parental Consent and Medication Information

Written consent must provide sufficient information for CM Sports to administer the medication safely.

This should include, where applicable:

- Child's full name and date of birth.
- Name and strength of medication.
- Dosage and frequency.
- Method of administration.
- Reason for the medication where relevant.
- Storage requirements.
- Expiry date.
- Known or expected side effects.
- Any specific instructions or precautions.

For a course of medication, one consent form may cover the course provided the medication, dosage and instructions remain unchanged.

A new consent form or updated written instruction will be required where there is a change to the medication, dosage or administration instructions.

5. Before Medication Is Administered

Parents/carers must provide information about when the child last received the medication where this is relevant.

Staff must check:

- The correct child.
- The correct medication.
- The correct dosage.
- The correct time.
- The expiry date.
- The administration instructions.
- Any relevant storage requirements.
- That appropriate consent is in place.

Where there is any uncertainty, medication must not be administered until the issue has been appropriately resolved, unless emergency procedures require immediate action.

6. Administration of Medication

Medication will be administered by an appropriately authorised and competent member of staff.

Where appropriate, a second member of staff should check the medication and administration details.

Staff should:

- Administer medication in accordance with the written instructions.

- Explain to the child what is happening in an age-appropriate manner.
- Respect the child's dignity and privacy.
- Never force a child to take medication.
- Record the administration immediately after it occurs.

If a child refuses medication, this must be recorded and the parent/carers informed where appropriate.

Where refusal could place the child at significant risk, staff must follow the child's medical plan and seek appropriate advice or emergency assistance.

7. Emergency Medication

Emergency medication, such as asthma inhalers or adrenaline auto-injectors, must be readily accessible to appropriately authorised staff.

It must not be stored in a location where it cannot be accessed quickly in an emergency.

Where a child's medical condition requires emergency medication, CM Sports must have sufficient information available to staff about:

- The child's condition.
- The medication required.
- When and how it should be administered.
- What action should be taken if symptoms do not improve.
- When emergency services should be contacted.

Staff must call **999** where a child's condition presents an immediate or serious risk to life or health.

Emergency medication should accompany the child during outings or activities away from the usual session location where required.

8. Non-Prescription Medication

CM Sports will generally **not administer non-prescription medication**, including medicines such as paracetamol or antihistamines, unless there is an appropriate reason, clear parental consent and suitable arrangements for safe administration.

Any non-prescription medication that CM Sports agrees to administer must be:

- Clearly labelled for the child.
- In date.
- Supplied in the original packaging where applicable.
- Administered strictly in accordance with the manufacturer's instructions and agreed consent.
- Recorded in the medication record.

CM Sports will not administer medication where staff are uncertain about the correct dosage, suitability or safety.

9. Medication Requiring Specialist Training

Some medication may require specialist knowledge, training or a specific technique to administer safely.

Where this is the case, CM Sports will ensure that medication is only administered by staff who have received appropriate training or instruction and are considered competent to do so.

This may include medication delivered by specialist devices or emergency medication.

Where CM Sports cannot safely meet a child's medical needs, advice will be sought from the child's parent/carers and, where appropriate, the relevant healthcare professional or local authority.

10. Storage of Medication

All medication must be stored safely and in accordance with the manufacturer's instructions.

Medication must be:

- Clearly identifiable.
- Kept securely and inaccessible to children unless it is emergency medication that needs to be immediately accessible.
- Stored at the correct temperature where required.
- Checked regularly for expiry dates.

Refrigerated medication must be stored appropriately and securely.

Medication must never be left unattended where it could be accessed by children.

11. Medication Records

CM Sports will maintain an accurate medication record for children receiving medication.

Records should include:

- Child's name.
- Name of medication.
- Date and time administered.
- Dosage administered.
- Method of administration.
- Name/signature or identifiable record of the person administering it.
- Any relevant observations or side effects.
- Whether medication was refused or not administered and the reason where known.

Parents/carers should be informed of medication administered during the session and any relevant concerns or side effects.

12. Medication Errors or Concerns

If medication is administered incorrectly, given to the wrong child, given at the wrong dosage/time, or any other medication error occurs:

1. The child's safety must be assessed immediately.
2. Appropriate medical advice or emergency assistance must be sought.
3. The parent/carer must be informed as soon as appropriate.
4. The incident must be recorded.
5. The manager/lead staff member must be informed.
6. The circumstances must be reviewed to prevent recurrence.

Any incident involving a serious injury or safeguarding concern must also be managed under the relevant CM Sports procedures.

13. Staff Medication and First Aid

Staff must not provide medication to another staff member unless this forms part of an agreed and appropriate workplace arrangement.

First aid supplies will be maintained in accordance with CM Sports health and safety arrangements.

First aid boxes will not routinely contain medication such as paracetamol.

14. Confidentiality and Information Sharing

Information about a child's medical needs is confidential and must be handled securely.

Relevant information must, however, be shared with staff who need it to safely care for the child.

Data protection must not prevent appropriate information sharing where this is necessary to protect a child or respond to an emergency.

Medical information will be handled in accordance with the CM Sports **Data Protection, Confidentiality and Information Sharing Policy**.

15. Responsibilities

Directors / Managers

Are responsible for:

- Ensuring this policy is implemented.
- Ensuring appropriate medication procedures and records are in place.
- Ensuring staff have appropriate information, instruction and training.
- Ensuring medication is stored safely.
- Reviewing medication incidents and concerns.
- Ensuring children's medical information is kept up to date.

Staff and Volunteers

Are responsible for:

- Following this policy and individual medication instructions.
- Only administering medication where appropriately authorised and competent.
- Checking medication carefully before administration.
- Recording medication accurately.
- Reporting medication errors, concerns or changes in a child's condition immediately.
- Maintaining confidentiality.

Parents/Carers

Parents/carers are responsible for:

- Providing accurate and up-to-date medical information.
- Providing medication in the required condition and packaging.
- Providing appropriate written consent.
- Informing CM Sports immediately of changes to medication or medical needs.
- Providing replacement medication before existing medication expires or runs out.

16. Medication Form

CM Sports medication consent and administration forms are held within the relevant

Holiday Course Folder / CM Sports medication records.

The form should record, where applicable:

Child's full name: _____

Date of birth: _____

Medication name and strength: _____

Reason for medication: _____

Dosage: _____

Time/frequency: _____

Method of administration: _____

Storage requirements: _____

Expiry date: _____

Known side effects / relevant precautions: _____

Parent/carer consent:

I give permission for an appropriately authorised CM Sports member of staff to administer the medication described above in accordance with the instructions provided.

Parent/carer name: _____

Signature: _____

Date: _____

17. Review

This policy will be reviewed at least annually or sooner where there are changes to legislation, EYFS requirements, safeguarding guidance, medical advice or CM Sports procedures.