

KONNECT WITH SPORT

ADMINISTRATING MEDICATION POLICY

PUBLISHED JANUARY 2026

REVIEW DATE JANUARY 2027



Administrating Medication Policy

Introduction

It is our duty to ensure appropriate and safe arrangements are in place to support children who either require the administration of a medication whilst on camp; or who have a documented medical condition requiring management when attending Konnect With Sport camp.

Those children with a long-term medical condition may require ongoing support, monitoring or intervention in emergency circumstances.

Some children with a medical condition may be disabled under the definition set out in the Equality Act 2010. Some may also have special educational needs (SEN) and may have a statement of Education, Health, and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision.

Definition

Administering medication: providing the child with a substance prescribed intended for the treatment, or prevention of a medical illness or condition.

It is standard practice for holiday camps to request children's medical information and updates regularly, the onus is on parents/carers to provide relevant and adequate information to Konnect With Sport staff.

Medication will only be administered by Konnect With Sport when it would be detrimental to a child's health or attendance not to do so.

A documented record of all medication administered (both prescribed and non- prescribed) should be kept.

No child under sixteen should be given any medication without their parent/carer's written consent, except in exceptional circumstances.

Konnect With Sport's permission to administer medication form can be found in the companies' policies and procedures.

Aims

This policy aims to:

Ensure that all children with medical conditions or who require medications during the day at a Konnect With Sport camp are safely and correctly supported.

Roles and Responsibilities.

It is the responsibility of everyone who is accountable for the child's health care and or medication needs to read this policy.

It is the responsibility of the Head Coach or Camp leader on the day to be in charge of administering any medication required.

It is the responsibility of the Head Coach or Camp leader to ensure written consent is obtained from the child's parent/carers or those who are deemed to have legal parental rights. This consent must extend to the administration of non-prescribed drugs i.e., Paracetamol.

Under no circumstances should an untrained member of staff administer any medication.

Those administering medication should ensure that all of the following checks are completed:

1. **Right child.**
2. **Right time.**
3. **Right date.**
4. **Right dose in accordance with the prescription. Expiry date check.**
5. **Right route i.e. Orally, Topically, eyedrops or EpiPen.**
6. **Final check the medication has been swallowed.**

If there is any doubt, then the person administering the medication should check with another trained colleague or seek the advice of the parent/carer.

Administration of non-prescription drugs such as Paracetamol may only administered with the written consent of the parent/carer.

To ensure doses are appropriately spaced (i.e., at least four hours apart, no Paracetamol will be administered to a child, prior to 4 hours after the start of the camp day, unless it has been demonstrated in writing by the parent/carer that no medication was administered on that morning.

Monitoring of the individual requests from children, for Paracetamol should be undertaken, and where deemed to be frequent, further discussions should take place with the parent/carers. A recommendation to seek medical advice should be given.

Recording

All medications either prescription or non-prescription, must be recorded and kept in the record log stored within Konnect With Sport's Policies and Procedures folder.

For prescribed drugs/medication, an individual recording log should be maintained. See appendices.

Non-prescription Paracetamol will be recorded on a generic log. Those administering must always ensure a date and time is recorded.

Disposal

Drugs no longer in use should be returned to parent/carer or disposed of in an appropriate manner.

In line with the recording of medications administered prior doses should be recorded. It may not be possible to know if a child has used their inhalers but where the symptoms are not responding to medication, then the staff member must refer to healthcare plan and take the designated action.

Asthma

All staff must be aware of what to do in the event a child suffers an asthma attack, and how to minimise the risk of this occurring.

Non-Prescription Medicines

As noted above the only non-prescription drug given in our camp is Paracetamol. No other drug may be administered.

Recording of Medications Administered

The recording of medications administered offers protection and reassurance to staff and children and therefore forms a crucial part of the process.

- All medications administered during the day must be recorded on an administration of medicine form.
- The member of staff should only administer the medication in accordance with the prescriber's instruction.
- The record should include the child's name, dose given, how it was given i.e., orally, it be timed, dated, and must be signed together with a printed name.
- Any side effects noted should be recorded and reported to the parent/carers.

Medication Errors

If a medication error occurs, this must be reported immediately to the Head Coach or Camp Leader and recorded.

The parent/carer must also be informed immediately and where indicated medical advice sought as to next steps and actions required.

The Head Coach or Camp Leader will undertake a fact-finding investigation into the error, so lessons may be learnt, and actions initiated. This may take the form of re-training a member of staff or other appropriate action.

Reporting of Refusal, Side Effects and Errors

All refusals by children to take their medication must be recorded in the log and reported to the parent/carer. The same applies to side effects and errors.

This policy was adopted by: Konnect With Sport	Date: 02-01-26
To be reviewed: 02-01-27	Signed: Mr. Kieran Matthew Wells