

The London Football Academy

Administering Medication Policy

If a child attending The London Football Academy requires prescription medication of any kind, their parent or carer must make it clear on their **Consent Form** in advance. Staff will not administer any medication without such prior written consent.

Ideally children should take their medication before arriving. If this is not possible, children will be encouraged to take personal responsibility for their medication, if appropriate. If children carry their own medication (eg asthma inhalers), staff will offer to keep the medication safe until it is required. Inhalers must be labelled with the child's name.

The London Football Academy can only administer medication that has been prescribed by a doctor, dentist, nurse or pharmacist. However, if a medicine contains aspirin we can only administer it if it has been prescribed by a doctor. All medication provided must have the prescription sticker attached which includes the child's name, the date, the type of medicine and the dosage.

A designated staff member (Senior Coach) will be responsible for administering medication or for witnessing self-administration by the child. The designated person will check that the medication is properly labelled, and will ensure that it is stored securely during the session.

Before any medication is given, the designated person will:

- Check that written consent has been received
- Ask another member of staff to witness that the correct dosage is given.

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

- Record all relevant details on the **Record of Medication Given** form
- Ask the child's parent or 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 Senior Coach, child's parent or carer will be notified, and the incident recorded on the **Record of Medication Given**.

Policy adopted by: The London Football Academy	Date: 1/9/17
To be reviewed: 1/9/18	Signed: Martin Egan (Head Coach)