



Administering Medication Policy



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If an athlete attending Beas Cheerleading requires prescription medication of any kind, their parent or carer must complete a **Permission to administer medicine** form in advance. Staff, volunteers and contractors at the Club will not administer any medication without such prior written consent.

Ideally athletes should take their medication before arriving at the Club. If this is not possible, athlete's will be encouraged to take personal responsibility for their medication, if appropriate. If athlete's carry their own medication (e.g. asthma inhalers), Coaches and volunteers will offer to keep the medication safe until it is required. Inhalers must be labelled with the athletes name.

Beas Cheerleading 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 athletes name, the date, the type of medicine and the dosage.

A designated coach or volunteer will be responsible for administering medication or for witnessing self-administration by the athlete. The designated person will record receipt of the medication on a Medication Log, 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 the Club has received written consent
- 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 athlete's parent or carer to sign the form to acknowledge that the medication has been given.

When the medication is returned to the athlete's parent or carer, the designated person will record this on the Medication Log. If an athlete refuses to take their medication, the designated person will not force them to do so. The Director and the athletes parent or carer will be notified, and the incident recorded on the Record of Medication Given.

Certain medications require specialist training before use, e.g. Epi Pens. If an athlete requires such medication the Director will arrange appropriate training as soon as possible. It may be necessary to absent the athlete until such training has been undertaken. Where specialist training is required, only appropriately trained staff may administer the medication.



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The parent or carer of the athlete must complete a new Permission to Administer Medication form if there are any changes to the athlete's medication (including change of dosage or frequency). If an athlete suffers from a long term medical condition the Club will ask the athlete's parents to provide a medical care plan from their doctor, to clarify exactly what the symptoms and treatment are so that the Club has a clear statement of the athletes medical requirements.

This policy was adopted by: Beas Cheerleading	Date: 15th August 2024
To be reviewed: 15th August 2025	Signed: B.McNEIL