



Viva Gymnastics Club

Companies House: CE020282

Registered Charity: 1187339

Hilsea

Unit 8D, Skill Centre

Limberline Spur

PO3 5LF

Portsmouth

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23 Queen Street

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www.viva-gymnastics.club

Administering Medication Policy VERSION CONTROL

Status	Version	Owner	Date	Changes
Live	v1.2	Viva Gymnastics Club	29 Mar 2026	Document reviewed
Live	v1.1	Viva Gymnastics Club	10 Feb 2025	Document reviewed
Approved	v1.0	Viva Gymnastics Club	15 Mar 2023	



ADMINISTERING MEDICATION POLICY

Children with medical needs have the same rights to attend our club as other children. Most children will at some time have short-term medical needs, while other children may require medicines on a long-term basis, such as children with severe allergies.

Aims of this Policy

- To explain our procedures for managing prescribed medicines which may need to be taken during a session.

THERE IS NO LEGAL DUTY THAT REQUIRES ANY MEMBER OF STAFF TO ADMINISTER MEDICINES.

Prescribed Medicines

- Medicines should only be brought into the session when essential; or in a medical emergency where it would be detrimental to a child's health if it were not administered during the session.
- Staff can only administer medicines prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- Medicines MUST be in the original container as dispensed by a pharmacist with the prescription label, including the child's name and the prescriber's instructions for administration.
- Medicines that need to be taken three times a day could be taken in the morning, after school and at bedtime so do not need to be administered in any of our sessions.
- Medicines that need to be taken four times a day can be administered by a parent before sessions start and after to aid it being spaced as evenly as possible over a 24 hour period.
- Medications such as paracetamol or aspirin cannot be administered by staff even when prescribed. Gymnasts over the age of 16 are able to administer the correct dosage of the above medication under their own direction as long as they inform a coach/staff member they have done so. If a child requires prescribed pain relief in the short term, they should not be attending sessions due to health and safety. Long term conditions will need to be managed by the parents and coach under written agreement.

Children with Asthma

- Children who have inhalers should have them available where necessary.
- It is the parent/carer's responsibility to ensure the correct medication is brought to every session.
- The medication must be labelled clearly with the child's name and any additional instructions.
- We reserve the right to refuse entry if a child does not have their own inhaler with them when medical forms have indicated that it is a requirement.
- Inhalers must be kept in a safe, accessible place, usually in a child's bag or on/next to our first aid bag. Children in Key Stage 2 will be expected to take responsibility for their own inhaler.
- It is the responsibility of the parent/carer to regularly check the condition of inhalers and ensure that they are in working order and have not run out. No other inhaler other than the blue ventolin inhaler is to be administered in session.

Allergies

Children who have severe allergies and need epipen medication, such as for a nut allergy, must have their medication close to hand at all times.



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- The epipen will be the responsibility of the first aid coach within the gym.
- All staff will be made aware of the identity of children who suffer from anaphylaxis.

Non-Prescribed Medicines

- We are unable to administer medicines that have not been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- Parents/carers are welcome to come into sessions to administer these medicines to their child.

Storage of Prescribed Medicines

- The gym will not store any medication. Storing medication should not be necessary, as the longest session is 3 hours, and children should be given medication before and/or after sessions.
- In the event of a child attending a day camp where the session is longer than 3 hours, storage of medication may be permitted only with the express permission of the Head Coach, who has the right to refuse due to health and safety.
- All medicines should be delivered to a member of staff by the parent/carer. Under no circumstances should medicines be left in a child's possession.
- The parent/carer must fill in an administering medicines form giving staff written permission to give the correct dose.
- All medicines must be stored according to the dispenser's instructions (paying particular attention to temperature) with the name of the child clearly marked.
- Medicines will usually be kept in the fridge in the staff room.
- It is the discretion of the head coach to approve all of the above requests by parents, which will only be considered for day camps (not for evening sessions).
- All emergency medicines, such as inhalers or epipens, must be readily available to children and staff and kept in an agreed place in the gym.
- Children may carry their own inhalers where appropriate.

Disposal of Medicines

- Staff should not dispose of medicines.
- Parents are responsible for making sure that date-expired medicines are returned to the pharmacy for safe disposal.
- Parents should collect medicines at the end of the agreed administration time period.

Roles and Responsibilities

Parent/Carer

- Should give sufficient information about their child's medical needs if treatment or special care is required.
- Must deliver all medicines to a member of staff.
- Must complete and sign the parental agreement form.
- Must keep staff informed of changes to prescribed medicines.
- Must keep medicines in date – particularly emergency medication such as epipens.
- Must ensure that medication if needed is brought to every session, every time without exception. It is not the responsibility of staff to check at the door and will be presumed that children have the needed medication. If it is discovered after a session has started that a child does not have the correct medication as listed on the medical forms, we will ask parents to bring the medication or collect the child.

Head Coach / Level 2 on-site

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- To ensure that the club's policy on administering medicines is implemented.
- To ensure there are members of staff who are willing to volunteer to administer medicines to specific pupils as required.
- To ensure staff receive support and appropriate training as necessary.
- To share information, as appropriate, about a child's medical needs.

- To ensure that parents are aware of the club's medicine administration policy.
- To ensure that medicines are stored correctly (only applicable to day camps).

Staff

- To check details are accurate and clear on prescription labels.
- To ensure that the parent/carer completes a consent form for the administration of medicines.
- To complete the 'administration of medicines' record sheet with the time medicine is given.
- To ensure medicines are returned to the parent/carer for disposal.
- If a child refuses to take medicines, staff will not force them to do so, but will note this in the records and inform parents as soon as is reasonably possible.

Record Keeping

- Medicine should be provided in the original container.
- Staff should check that written details include:
 - Name of child
 - Name of medicine
 - Dosage
 - Method of administration
 - Time and frequency of administration
 - Any side effects
- A parental agreement form should be completed and signed by the parent/carer before medicines can be administered.

Long Term Medical Needs

- It is important that the club has adequate information about long term medical conditions so they can risk assess suitability for the activity of gymnastics.
- A health care plan may be drawn up, involving parents and other health care professionals – this can be shared with the gym to keep for records.

Confidentiality

The Head Coach and staff should always treat medical information confidentially. The Head Coach should agree with the parent/carer who else should have access to records and other information about a child in order to keep the child safe during sessions. Due to changes in coaching staff, the Head Coach will ensure all staff working with/coaching the child are aware of any and all medical conditions that may impact their ability to safely participate. Information will not be shared unless it is deemed relevant by the Head Coach.

Staff Training

- Staff with responsibility for administering medicines will have appropriate training to be able to carry out the role responsibly.

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