

This policy is to ensure all medication is administered safely. It also ensures systems are in place to safeguard athletes and staff and to document all medication administered.



Procedures

- Athletes will administer their own medication if this is possible/requested by their parent/guardian.
- Where this is not possible/requested the Team Manager will oversee the administration of medication.
- Only medication that has been authorised by an athlete's parent/guardian or medical practitioner can be administered. The parent/guardian's or medical practitioner's directions and the name of the athlete the medication is for, MUST be included on the label of all medication to be administered.
- Written instructions will be provided to the Team Manager by the parent/guardian in writing and will include the following:
 - When to administer.
 - Amount to be given (as per direction on the bottle).
 - The parent/guardian's phone number or emergency contact.
 - Parent/guardian's signature.
- Documentation is to be kept by the Team Manager in a place that is known and can be accessed by the staff that the Team Manager has made responsible for administration.
- Medication will be given to the Team Manager for storing in a safe place. This will be in a secure area that is inaccessible to children/young people.
- The person designated by the Team Manager will administer the medication as instructed and sign and date the Event Medication Record for each administration. A CCS Disability Action staff member will countersign when the designated person is not a CCS Disability Action staff member. For children and young people, this information will also be made available to their parent/guardian on their return.
- The parent/guardian will collect their athlete's medication at the end of the event unless otherwise agreed.
- If an athlete has a specific medical condition that requires set procedures then:
 - The procedure will be documented and signed by the parent/guardian.
 - The Team Manager will discuss with the athlete/their parent/guardian the procedure to be followed.
 - If staff require information or training to administer the procedure, this will be arranged by the Team Manager, the athlete and their parent/guardian.