



University of
St Andrews

Administering Medication (Junior Saints)

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| Document type | Policy |
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| Purpose | Management of medication at Junior Saints Classes and Camps |

| Version number | Purpose / changes | Document status | Author of changes, role and school / unit | Date |
|----------------|---|-----------------|---|------------|
| 1 | New Policy | Live | Claire Scott, Assistant Director, Saints Sport | 26/03/2024 |
| 1.1 | Update Policy: EpiPens and update in line with Care Inspectorate (no longer require prescription) | Live | CS, Assistant Director (Children's Services) Saints Sport | 11/02/2025 |

1 Statement

- 1.1 Many children will at some time need to take medication while attending Junior Saints. For many, this will be short-term, perhaps finishing a course of prescribed or nonprescribed medication. Other children may have medical conditions such as asthma that require regular medication which they might need to take while at Junior Saints. Some children have conditions which require emergency treatment, for example, severe allergic conditions or fits (seizures).
- 1.2 This policy represents the commitment of Saints Sport in its obligation to protect children and ensure their safety, health and wellbeing while participating in Junior Saints activities.

2 Purpose

- 2.1 This policy will ensure Junior Saints staff and parents/carers have information and guidance within the following areas:
- Consent to administering medication.
 - Storing medication
 - Administering medication
 - Medication Log

3 Scope/jurisdiction

- 3.1 The policy will apply to those coaching children under the age of 18 within Saints Sport and the Junior Saints Programme. This policy will also provide details of processes and should be read by services users, parents, and carers.

4 Definitions

- 4.1 Saints Sport – refers to the overarching title and brand that encompasses all the facilities, services, and activities of the University of St Andrews sports department, including the autonomous Athletic Union, our teams, clubs, athletes, and staff.
- 4.2 Parents/carers – refers to all main caregivers.
- 4.3 Staff – refers to University employees, coaches, students, and volunteers.
- 4.4 Child – for the purposes of this policy, children are defined as young people under the age of 18.

5 Consent to administering medication.

- 5.1 If a child attending Junior Saints classes or camp requires medication of any kind, their parent/carer must complete the *Permission to Administer Medicine Form* (See appendix A) in advance. **Staff and coaches at Saints Sport will not administer any medication without such prior written consent.**
- 5.2 Saints Sport will only administer medication that is in date had its original packaging.

- 5.3 All medication must have the name of medication and instruction on how to administer medication.
- 5.4 Children should take their medication before arriving at their class/camp. If this is not possible, children will be encouraged to take personal responsibility for their medication, if appropriate. If children carry their own medication (e.g asthma inhalers), coaching staff will offer to keep the medication safe until it is required. **Inhalers must be clearly labelled with the child's name.**
- 5.5 Coaching staff will **not give the first dose of a new medicine** to a child. Parents/carers should have already given at least one dose, 24 hours before the start time of the session to ensure that the child does not have an adverse reaction to the medication. When a child is given a new medication, parents/carers should watch closely for allergy or sensitivity symptoms. **This would not include emergency medication such as an adrenaline pen (Epi Pen) where the risk of not giving it could outweigh any adverse reaction.**

6 Storing Medication

- 6.1 Medication must be in the original boxes, with prescription label and will be placed into a clear zip lock bag by the head coach. Zip lock bags must be clearly labelled with the full name of the child and their photograph.
- 6.2 Medication will be placed in the zip bag along with the medication information leaflet, completed *Permission to Administer Medicine* form and *Medication Log*. If there is a discrepancy between the medication on the form and the medication held, Saints Sport will not accept the medication, nor will the medication be administered.
- 6.3 Medication will be stored in a changing room locker located in the child's designated changing room or the fridge in staff kitchen.
- 6.4 When the medication is returned to the child's parent/carer, the head coach will record this on the Medication Log and ensure that the parent/carer has signed the **Sign Out** box at the bottom page 2 of the Medication Log.

7 Administering Medication

- 7.1 All medication provided must be in its original packaging and that the medication is in date.
- 7.2 Before any medication is given, the head coach will:
- Check that paperwork matches the medication to be administered.
 - Check the permission to administer medication form is complete, signed and dated by the parent/carer
 - Request another member of staff to witness that the correct dosage is given and in accordance with the medication instruction.
- 7.3 To administer medication, two members of staff will be present. The lead coach will administer and second will be witness to this administration. The designated coach will also ensure the Medication Log is correctly updated.

- 7.4 A designated staff member or lead coach will be responsible for witnessing self-administration by the child, such as an inhaler. The designated coach will record receipt of the medication on a Medication Log.
- 7.5 After the medication has been administered, the designated coach must record all relevant details on the Medication Log.
- 7.6 When the medication is returned to the child's parent/carer at the end of a session or at point collection, the parent will complete the medication form and Sign Out the medication.
- 7.7 If a child refuses to take their medication, staff will not force them to do so. The Childrens Services Coordinator will notify the child's parent or carer and the incident recorded on the Medication Log.
- 7.8 Certain medications require specialist training before use, e.g Epi Pens. Where specialist training is required, only appropriately trained staff may administer the medication.
- 7.9 A child's parent/carer must complete a new Permission to Administer Medicine form if there are any changes to a child's medication (including change of dosage or frequency). If a child suffers from a long-term medical condition, Junior Saints will ask the child's parents/carers to provide a medical care plan from their doctor or Local Authority Education Health Care Plan. This is to ensure Junior Saints has a clear statement of the child's medical requirements.
- 7.10 In an emergency, staff will call 999. Saints Sport staff will contact parents/carer or emergency contacts as detailed in the Junior Saints membership.
- 7.11 Parents/carers are responsible for maintaining accurate and current information regarding their children's medical conditions and emergency contacts within the child's membership details.
- 7.12 This policy is implemented to ensure the safety and well-being of the child in the event of an emergency.
- 7.13 Parents or caregivers are expected to regularly review and update this information as necessary to reflect any changes in the child's medical status or emergency contacts. Failure to adhere to this may result in inadequate response to emergencies. Saints Sport shall not be held liable for any resulting consequences.

8 EpiPen Use at Sports Camp/Classes

- 8.1 Parents or guardians should provide written consent and detailed information about the child's allergy, symptoms, and emergency treatment plan.
- 8.2 **Sign-In:** At the start of each session, the EpiPen is handed over and logged by a designated staff member. See Appendix B, Page 7 of this document.
- 8.3 **Sign-Out:** At the end of the session, the EpiPen is returned to the parent/guardian, and this is recorded on the log. See Appendix B, Page 7 of this document.
- 8.4 EpiPens are stored in a clearly marked, easily accessible location known to all staff. First Aid locker (not locked) in changing room 1.

- 8.5 Staff will follow the child's care plan and administer the EpiPen as directed in an emergency.
- 8.6 In case of anaphylaxis, staff will administer the EpiPen immediately and call 999 for emergency services.
- 8.7 If coaches and participants leave the building for an outdoor activity, the EpiPen and other medication must be taken along in the medication and first aid bag. It is the responsibility of the lead coach to ensure that the medication is always packed and accessible.

9 Related documents and regulatory framework

- 9.1 [Childrens service medication guidance.pdf \(careinspectorate.com\)](https://www.careinspectorate.com/childrens-service-medication-guidance.pdf)

10 Contacts

- 10.1 Junior Saints Team: juniorsaints@st-andrews.ac.uk
- 10.2 British Sign Language (BSL) users can contact us via the online BSL Video Relay Interpreting Service: <https://contactscotland-bsl.org>
- 10.3 Documents are available in alternative format upon request.

Appendix A.

Permission to administer medication (Junior Saints)

| | |
|---|--|
| Childs Name & DOB (DD/MM/YY) | |
| Name of medication | |
| Date of medication expiry | |
| Storage instructions | |
| Times to be administered | |
| Special Instructions | |
| Further Information | |

By signing the below, I give my permission for my child to be given the above medication.

| | | | |
|---------------------------|------------------|---------------------------------|-------------|
| Parent/Carers Name | Signature | Emergency Contact Number | Date |
| | | | |

Medication Log (Junior Saints)

Record of when medication was administered and witnessed:

| Date | Time | Medication | Dose | Staff Name Administering | Witness Name |
|------|------|------------|------|--------------------------|--------------|
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| | | | | | |

| | Parent/Carers | Signature | Date |
|------------------|---------------|-----------|------|
| Sign Out* | | | |

***Medication must be returned to parent/carers at the end of each session.**

APPENDIX B

Junior Saints: EpiPen Sign In

In case of anaphylaxis, staff will administer the EpiPen immediately and call 999 for emergency services.

| Date | Childs Name | Medication Provided | Sign in (parent/staff) | Time in | Sign out (parents/staff) | Time Out | Notes |
|------|-------------|---------------------|------------------------|---------|--------------------------|----------|-------|
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Medication Sign-In and Out Procedure

1. Sign-In: At the start of each camp day, the EpiPen is handed over and logged by a designated staff member.
2. Sign-Out: At the end of the day, the EpiPen is returned to the parent/guardian, and this is recorded on the log.
3. The child may carry the EpiPen if age-appropriate and agreed upon in writing by the parent and camp staff.

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