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MEDICAL CONSENT & MANAGING MEDICATION POLICY

Purpose

Superstar Sports is committed to supporting children with medical conditions to ensure they can safely access and participate in all activities.

No child will be denied access to activities due to a medical condition unless this is supported by medical advice or a risk assessment.

Legal Framework

This policy is written in accordance with:

- Children and Families Act 2014
- Health and Safety at Work etc. Act 1974
- Human Medicines Regulations 2012
- Data Protection Act 2018 & UK GDPR
- DfE *Supporting Pupils with Medical Conditions* (2017)
- EYFS Statutory Framework (where applicable)

Roles and Responsibilities

The **Company Director** has overall responsibility for implementation of this policy.

Staff:

- Are not required to administer medication
- May do so voluntarily if appropriately trained
- Will follow this policy and any Individual Health Care Plans (IHCPs)

Sufficient trained staff will always be available to meet children's medical needs.

Parents/Carers must:

- Provide accurate, up-to-date medical information

- Supply medication in the correct format
- Inform the provision of any changes immediately

Parental Consent

Medication will only be administered where **written parental consent** has been obtained.

A separate consent form is required for each medication.

Types of Medication

Prescribed Medication

Will only be accepted if:

- Prescribed by a qualified professional
- In original packaging
- Clearly labelled with:
 - Child's name
 - Dosage and frequency
 - Date prescribed and expiry

Non-Prescription Medication

Will only be administered where:

- Written parental consent is provided
- It is appropriate for the child's age
- Staff are confident it is safe

Long-term or frequent use requires an **Individual Health Care Plan (IHCP)**.

Restricted Medication

Children under 16 must not be given:

- Aspirin
- Ibuprofen

Unless prescribed by a doctor.

Individual Health Care Plans (IHCPs)

An IHCP will be required where a child:

- Requires ongoing medication

- Has a complex or long-term condition
- May require emergency intervention

IHCPs will include:

- Medical condition details
- Medication and dosage
- Emergency procedures
- Staff responsibilities and training

Plans are reviewed:

- Annually
- When conditions change

Receiving Medication

Medication must be handed directly to staff and:

- Be in original packaging
- Clearly labelled
- Include expiry date

Medication not meeting these requirements will not be accepted.

Storage of Medication

Medication will be:

- Stored securely in a locked area
- Accessible only to authorised staff

Emergency medication will be:

- Easily accessible but secure

Refrigerated medication will be:

- Stored in a labelled sealed container in a staff-only fridge

Administration of Medication

Staff will:

- Check medication against consent form
- Confirm correct child, dose, and time

- Follow label or IHCP instructions

Where possible:

- A second member of staff will witness administration

If a child refuses:

- This will be recorded
- Parents will be informed

Self-Administration

Children may carry and self-administer medication where:

- Written parental consent is provided
- A risk assessment has been completed
- The child is deemed competent

Emergency medication (e.g. inhalers, EpiPens) must be accessible at all times.

Record Keeping

Records will include:

- Consent forms
- Administration logs
- IHCPs
- Staff training records

Each administration record will include:

- Date and time
- Medication and dosage
- Staff member
- Witness (where applicable)

Disposal of Medication

Unused or expired medication will be:

- Returned to parents where possible
- Otherwise returned to a pharmacy

Medication will never be disposed of in general waste.

Emergency Procedures

In an emergency, staff will:

- Follow the IHCP
- Administer emergency medication if required
- Call 999
- Contact parents immediately

Confidentiality

Medical information will be:

- Treated as confidential
- Shared only with relevant staff
- Stored securely in line with GDPR

Complaints

Concerns regarding medical provision should be raised with the Company Director in line with the Complaints Policy.

Monitoring and Review

This policy will be reviewed annually or following changes in legislation.

Date Reviewed: March 2026

Next Review: September 2026