

Medication Policy

Date: May 2026

Next review due: April 2027

This policy will be reviewed annually or earlier if legislation or statutory guidance changes, an incident highlights the need for review, or operational requirements change. All staff must familiarise themselves with this policy and related procedures.

Policy Statement

At Kanga Sports Ltd is committed to supporting the health, safety, and wellbeing of all children, learners/delegates, and participants attending our activities. We recognise that some individuals may require medication during Kanga Sports sessions and are committed to ensuring that medication is managed safely, appropriately, and in line with current UK legislation and guidance.

This policy outlines the procedures for the safe management, storage, administration, recording and disposal of medication across all Kanga Sports provisions while maintaining safeguarding, health and safety, and confidentiality standards.

Scope

This policy applies to:

- All Kanga Sports employees, contractors, volunteers, apprentices, and work experience placements
- All children, learners/delegates, and participants attending Kanga Sports activities
- All extracurricular clubs, wraparound care, holiday clubs, centre-based activities, training delivery, and any activity delivered under the Kanga Sports Ltd name

Legal Framework and Guidance

This policy is informed by current UK legislation and guidance, including:

- The Health and Safety at Work etc. Act 1974
- The Children and Families Act 2014
- Supporting Pupils at School with Medical Conditions (Department for Education)
- The Health and Safety (First Aid) Regulations 1981
- UK safeguarding and child welfare guidance
- UK GDPR and the Data Protection Act 2018

Kanga Sports recognises its responsibility to support participants with medical needs while ensuring safe and appropriate procedures are followed at all times.

Principles

Kanga Sports Ltd will ensure that:

- Medication is managed safely and appropriately
- Appropriate written consent is obtained before medication is administered
- Children and participants are supported to access medication when required
- Staff act within the limits of their training and competence
- Medication records are completed accurately and stored securely
- The welfare of the participant remains the primary consideration at all times

Consent and Medical Information

If a child or participant requires medication during a Kanga Sports session, a parent/carer (or the participant themselves where appropriate) must complete a **Permission to Administer Medication Form** in advance.

The form must include:

- The participant's name
- Details of the medication
- Dosage and administration instructions
- Any relevant medical information or side effects
- Emergency contact details

A new consent form must be completed if:

- Medication changes
- Dosage or frequency changes
- Medical circumstances change

Where a participant has a long-term medical condition, Kanga Sports may request a healthcare plan provided by a medical professional or parent/carer.

Prescription Medication

Kanga Sports will administer prescription medication where:

- Appropriate written consent has been received
- The medication is in its original packaging
- The participant's name is clearly displayed
- Dosage instructions and expiry dates are visible

Medication containing aspirin will only be administered where prescribed by a doctor.

Where possible, parents/carers are encouraged to administer medication before or after sessions rather than during activities

Non-Prescription Medication

Kanga Sports Ltd may administer non-prescription medication where:

- Prior written consent has been obtained
- The medication is in its original packaging
- Clear dosage instructions are available
- Staff are satisfied it is safe and appropriate to administer

Self-Administration of Medication

Where appropriate, children or participants may self-administer medication, such as asthma inhalers.

Staff may:

- Supervise self-administration where appropriate
- Support younger children where necessary
- Store medication safely until required

Kanga Sports will assess whether self-administration is appropriate based on:

- The age and understanding of the participant
- The type of medication
- The environment and activity being delivered

Emergency medication must remain easily accessible at all times.

Storage of Medication

All medication must be:

- Stored securely and appropriately
- Accessible only to authorised staff
- Kept in accordance with manufacturer or prescription instructions

Emergency medication such as inhalers or adrenaline auto-injectors (EpiPens) must remain readily available in case of emergency.

Medication must never be left unattended or accessible to unauthorised individuals.

Administration Procedures

Before administering medication, the designated staff member must:

- Confirm that written consent has been received
- Check the participant's name and medication details
- Check the dosage instructions and expiry date
- Ensure administration is within the limits of their training
- Where possible, ask another staff member to witness administration

After medication has been administered, staff must:

- Record the medication given, including date, time, dosage, and staff member involved
- Record any refusal or adverse reaction
- Inform the parent/carer where appropriate

All medication records must be stored securely in line with data protection requirements.

Refusal of Medication

If a child or participant refuses medication:

- Staff will not force medication to be taken
- The parent/carer will be informed as soon as possible
- The refusal and any actions taken will be recorded

Where refusal presents a safeguarding or medical concern, emergency procedures may be followed.

Emergency Medication and Specialist Training

Certain medication requires specialist training before administration, including:

- Adrenaline auto-injectors (EpiPens)
- Emergency seizure medication
- Certain diabetes-related medication

Only appropriately trained staff may administer such medication.

Where required, Kanga Sports will arrange appropriate training and ensure staff understand emergency procedures.

Medical Emergencies

In a medical emergency:

- Emergency services (999) will be contacted immediately where required
- A member of staff will remain with the participant at all times
- Parents/carers and senior management will be informed as soon as possible
- Safeguarding procedures will be followed where relevant

Staff must always act within the limits of their training and seek emergency medical assistance where necessary.

Record Keeping and Confidentiality

Kanga Sports Ltd will maintain accurate records relating to:

- Medication consent
- Medication administration
- Refusals
- Medical incidents and emergencies

Medical information will be treated confidentially and be shared only with those who need to know in order to ensure the safety and wellbeing of the participant.

All records will be managed in line with UK GDPR, the Data Protection Act 2018, and Kanga Sports data protection procedures.

DEFINITIONS

For the purposes of the Medication Policy, the following definitions apply:

Company Kanga Sports Ltd and all authorised staff, contractors, volunteers, and representatives acting on its behalf

Participant Any child, learner/delegate, or individual attending or participating in a Kanga Sports activity or session

Medication Any prescribed or approved medicine required to support a participant's health or medical condition

Prescription Medication Medication prescribed by a qualified healthcare professional and issued with dispensing instructions

Non-Prescription Medication Medication available without prescription, such as antihistamines or pain relief medication

Emergency Medication Medication required in urgent or life-threatening situations, such as inhalers or adrenaline auto-injectors (EpiPens)

Self-Administration When a participant takes their own medication independently or under staff supervision where appropriate

Parent / Carer A person with parental responsibility for a child, including legal guardians

Healthcare Plan A document outlining a participant's medical condition, treatment, medication requirements, and emergency procedures

Medical Emergency A serious or potentially life-threatening situation requiring immediate medical attention

Designated Staff Member The member of staff responsible for overseeing medication procedures during a session



Confidentiality Handling personal and medical information sensitively and sharing it only with those who need to know to ensure safety and wellbeing

Working Day Any weekday (Monday to Friday), excluding bank holidays