



ADMINISTRATION OF MEDICATION POLICY

POLICY STATEMENT

The Community Games recognises that there are medical requirements which children have where controlling and managing diagnosed conditions with prescription medicine is a necessity to maintain their health and well-being. We will take a responsible and rational approach to the general health, welfare and well-being of every participant in line with our ethos of 'active healthy living'.

AIMS OF THIS POLICY

- To ensure that the needs of children who require administration of essential medications during Community Games events are met, in line with best practice
- To ensure compliance with relevant legislation
- To protect volunteers and staff of Community Games by ensuring that any involvement in medication administration complies with best practice.

DEFINITION

Medication in this Policy refers to medicines, ointments, tablets, sprays, inhalers and insulin.

ADMINISTRATION OF MEDICATION

The Community Games cannot require a volunteer/staff member to administer medication.

Under most circumstances medications should not be kept in rooms where other children are residing. Under certain circumstances, it may be appropriate for a child to retain medication in their own possession, e.g. in the case of an inhaler. In all other circumstances prescribed medications will be given to the named volunteer for safeguarding.

Prescribed medication will only be administered to the child for whom it has been prescribed.

Where possible medication should be self-administered by the child under adult supervision.

The Community Games reserves the right to request written confirmation of medical advice from the child's GP, including confirmation of the medication dose and circumstances when it should be given.

RESPONSIBILITIES

Parents/Carers:

- Parents/carers shall authorise a named volunteer to administer or supervise the administration of medications, in writing
- The parents/carers shall ensure that they complete a Medical Information Form (see Appendix 1). Volunteers of Community Games may refuse to allow a child to attend a Community Games event if this requirement is not adhered to
- It is the responsibility of the parent/carer to inform Community Games of any changes to the Medical Information Form



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- The parents/carer shall give clear guidance of how and when the medication is to be administered.

Volunteers/Staff:

- Medications should only be administered to children by first aid/medical personnel
- When medication is administered by a volunteer to treat an emergency, e.g. allergic reaction, asthma attack, seizure, etc., parents/carers shall be notified as soon as possible. A record should be made: medication administered, quantity of medication, the time of administration, and the names of any witnesses
- Community Games volunteers and staff recognise the leadership role they can play to promote healthy behaviours amongst participants
- Maintain an up-to-date register of contact details of all parents/carers.

The Child

- Children are not permitted to carry non-prescription medication to Community Games events. If found, such medications will be confiscated and the parents/carers will be contacted.

FIRST AID

A first aid box shall be available at all Community Games events.

First aid can only be administered by qualified First Aid personnel or by other professional medical practitioners, such as the Red Cross or Order of Malta.

EMERGENCIES

Qualified medical treatment should be secured in emergencies at the earliest opportunity.

Where no qualified medical treatment is available, and circumstances warrant immediate medical attention, designated volunteers may take a child to Accident and Emergency without delay.

Parents/carers will be contacted simultaneously.

COMMUNICATION OF THIS POLICY

This policy is available for download at www.communitygames.ie.

The Area/County Children's Officer, as appropriate, shall inform children, adults, parents and volunteers of the Community Games Administration of Medication Policy. The CEO shall inform staff of the Community Games Administration of Medication Policy.

MONITORING AND EVALUATING

This policy will be reviewed annually by the Chief Executive Officer by the 1st February of each year.



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Appendix 1

COMMUNITY GAMES MEDICAL INFORMATION FORM for PARTICIPANTS and U18 VOLUNTEERS

All information given is strictly confidential

This form must be completed in addition to the Community Games Registration and Consent Form, by the Parent/Guardian of any person U18 who has a medical condition or who requires medication
This form is to be held by the Area, County or Team Manager with responsibility for the welfare of the child/young person, as appropriate

Child/Young Person's Personal Details

Child/Young Person's Name: _____

D.O.B: ____/____/____

Address: _____

The child/young person is: a Participant or an U18 Volunteer

Parent/Guardian's Details

Parent/Guardian's Name(s): _____

Phone Number(s): _____

GP's Details

GP Name: _____ Phone: _____

Medical Information

Please state any illnesses, allergies, or special needs:

Is Medication required?: Yes No

If Yes, the Manager will supervise the taking of medication but will not administer the medication (in line with the Community Games Administration of Medication Policy, see www.communitygames.ie for more information)

Please state any other information which the Manager should be aware of:

In the event of injury or illness I give permission for my child to be taken to a medical centre/hospital for medical treatment.

Parent/Guardian's Signature: _____

Date: ____/____/____

