

The Brighton & Hove Albion Foundation medication guidance information for parents/guardians

If a child attending the Brighton & Hove Albion Foundation (BHAFC Foundation) sessions requires medication of any kind during the session, their parent/guardian must submit a **BHAFC Foundation permission to administer medicine form** at least a week in advance of the programme. BHAFC Foundation staff will not administer any medication without such prior written consent.

Children should take their medication before arriving at the session. For example, a child who is on antibiotics to be taken three times a day can usually take all three doses outside school hours. If this is not possible, the following guidelines must be followed:

You must provide **written consent**, via the **BHAFC Foundation permission to administer medicine form**, for your child to be given medication. This should be completed for each medication and each course.

Once you have submitted your **BHAFC Foundation permission to administer medicine form**, BHAFC Foundation will send you details of the named person at the session that you must give the medication to.

Only prescription medication (including emergency medication) can be brought to the session. This includes antibiotics, asthma inhalers, etc.

Medications must be in their original container, as dispensed by a pharmacist, labelled with your **child's name**. **All medications must be in date.**

All medications for each individual child must be brought into the scheme in a **named, sealed container** (for example a Tupperware box).

Medication will only be administered in the form in which it is prescribed.

If preferable, a parent/guardian may also be **allowed to come into the course** at an appropriate time during the day to administer their child's medication.

Medication must be taken **home at the end of every day**.

Whenever possible, **children should be encouraged to administer their medication themselves, under adult supervision**.

Non-prescription medication – non-prescription medicines (such as Calpol and over the counter hayfever medications) should not be brought into the session. BHAFC Foundation staff will not administer any non-prescription medication.

Emergency medication - If children carry their own medication (e.g., asthma inhalers), BHAFC Foundation staff will offer to keep the medication safe until it is required. Inhalers must be labelled with the child's name. Two inhalers or Epi Pens will normally be required on site if these are required.

Apart from emergency medication, BHAFC Foundation will only administer medication at sessions that last longer than 4 hours (for instance Soccer Schools).

BHAFC Foundation reserve the right not to administer any medication and will discuss this with parents/guardians where appropriate.

If you have any concerns about these guidelines or wish to discuss a medication issue please contact BHAFC Foundation on [Info@bhafcfoundation.org.uk](mailto:info@bhafcfoundation.org.uk) or 01273 878265.