

# Medication Administration Policy

Adopted by the Basketball ACT: 2 July 2025

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## **1. Purpose**

- 1.1. The Policy describes Basketball ACT's approach to administering medication to athletes during competition and tournaments, when it is necessary to keep them safe.

## **2. Scope**

- 2.1. This Policy applies to all staff, volunteers and contractors of Basketball ACT.

## **3. Roles and Responsibilities**

### **3.1. Parent/Carer Responsibilities**

- 3.1.1. Parents/carers of students who require medication to be administered during tournaments and competition must provide written notification to Basketball ACT of this requirement and work with the Basketball ACT to arrange for supply, administration and storage of the medication.
- 3.1.2. Parents/carers of students who require prescription medication to be administered during tournaments and competitions must provide written notification to the Basketball ACT of this requirement together with a letter to the Basketball ACT from the prescribing doctor stating the medication, dosage, and time the medication is to be administered and work with Basketball ACT to arrange for supply, administration, and storage of the prescription medication.

### **3.2. Staff/Volunteer Responsibilities**

#### **3.2.1. Staff and Volunteers are responsible for:**

- 3.2.1.1. having the knowledge and skills to support and manage students who have medical conditions and to fulfil their agreed roles if included in a student's individual health care plan;
- 3.2.1.2. being familiar with the medical records and individual health care plans of students in their care, respecting the confidential nature of the information at all times;
- 3.2.1.3. working with other staff and professionals, in consultation with parents/carers to ensure the safety of students with specific health needs;

- 3.2.1.4. notifying the Chief Executive Officer or Chief Operating Officer and inform parents/carers as soon as possible of concerns regarding management of the student's individual health care

## **4. Policy**

- 4.1. If it is necessary to administer medication to an athlete, it is our policy that: staff and volunteers do not administer any medication including minor analgesics or "over the counter" medication such as paracetamol to students without written authorisation from the athlete's parent/carer.

## **5. Procedures**

### **5.1. Maintenance of Medical Records**

- 5.1.1. Parents/carers must notify Basketball ACT Performance Department of all medical conditions that may require the administration of medication to their child during tournaments and competitions.
- 5.1.2. Athlete medical records are maintained in accordance with our Athlete Medical Records Policy and Procedures which includes a provision to ensure that Basketball ACT is regularly updated as to the status of existing medical conditions.

### **5.2. Athlete Individual Health Care Plans**

- 5.2.1. If an athlete is required to take medication during tournaments, competition, training or group travel, this will be included in their individual health care plan. The plan specifies agreed arrangements for supply, administration, and storage of the medication.
- 5.2.2. Where an athlete is required to take prescription medication, the individual health care plan will contain information about the medication, dosage, and time to be administered, preferably from the prescribing doctor where possible.
- 5.2.3. Individual health care plans are stored appropriately and updated regularly. Individual health care plans are communicated to relevant staff and/or volunteer in a confidential manner.

- 5.2.4. Each staff and/or volunteer member must fulfil their agreed roles as documented in an athlete's individual health plan and Basketball ACT must inform parents/carers as soon as possible if concerns regarding an athlete's health care arise.

### 5.3. Self-Administration

- 5.3.1. Where it is appropriate and safe to do so, athletes may self-administer medication under staff and/or volunteer supervision.

### 5.4. Staff/Volunteer Administration

- 5.4.1. Where prescription medication is administered by staff/volunteer:
  - 5.4.1.1. a staff member or volunteer with first aid training, should be primarily responsible for administering the medication
  - 5.4.1.2. two staff members or volunteers should be present when medication is administered, one with primary responsibility and one as an observer
  - 5.4.1.3. the staff member or volunteer with primary responsibility must select the athlete's medication and appropriate dosage
  - 5.4.1.4. if administration of emergency medications is necessary, medication type and dosage will be read directly from an athlete's health care plan or medication order and not transcribed in any way
  - 5.4.1.5. in all circumstances, medication should only be administered if prescribed by either a medical professional or by written permission of the parent/carer
  - 5.4.1.6. the observer is responsible for confirming the name on the medication packaging and that the correct medication dosage is given to the athlete
  - 5.4.1.7. the staff member or volunteer with primary responsibility must record the athlete's name, medication and dosage in the register or form and sign their name
  - 5.4.1.8. the observer must witness the record entry, confirming the fact that the appropriate medication and dosage have been given to the right athlete.

- 5.4.2. In some cases, an athlete's immediate access to medication is very important for the effective management of conditions such as asthma and athletes at risk of anaphylaxis and it is appropriate that the athlete carry the medication on their person.
- 5.4.3. In other circumstances medication must be stored safely and access must be restricted to staff and or volunteers. All medication must be appropriately packaged and clearly show the name of the medication, athlete's name, dosage and frequency of the dosage.

## **6. Storage of Medication**

- 6.1. In some cases, an athlete's immediate access to medication is very important for the effective management of conditions such as asthma and athletes at risk of anaphylaxis and it is appropriate that the athlete carry the medication on their person.
- 6.2. In other circumstances medication must be stored safely and access must be restricted to staff and or volunteers. All medication must be appropriately packaged and clearly show the name of the medication, athlete's name, dosage and frequency of the dosage.

## **7. Note Regarding Emergency Care**

- 7.1. Basketball ACT will not generally supply or administer medications in an emergency unless the provision of such assistance is part of an athlete's individual health care plan.
- 7.2. It should be noted however that in any life-threatening situation, the welfare of the athlete is paramount and must be dealt with, with immediate priority, even if there is no appropriate individual health care plan in place.

## **8. Privacy**

- 8.1. All information collected will be securely stored in accordance with Basketball Australia's [Privacy Policy](#).