



ADM.53 GUIDELINES FOR THE ADMINISTRATION OF MEDICATION TO YOUTH MEMBERS

Girl Guides Australia and State Girl Guide Organisation have a duty of care for the physical safety of Youth Members. This includes the safe administration of medications to Youth Members at Guide events, camps, meetings and other activities.

A Leader/Manager must have written permission from a parent/guardian before administering any medication to a Youth Member. ADM.27 requires a Care/Management Plan to be attached if any medication is to be administered. The Care/Management plan must be signed by the parent/guardian and clearly state the Youth Member's name, medication required and specific details such as storage instructions, dosage and when medication must be given.

The medication must include an original pharmacy label with the name of the person for whom it has been prescribed, the dosage, time to be taken, expiry date, date dispensed and medical practitioner's name.

Youth Members can self-medicate as appropriate to their age and capacity – determined in consultation with the parent/guardian and Youth Member.

Medication is stored in a secure appropriate place that is accessible to the Leader/Manager and Youth Member (if self-medicating).

Members must observe State Laws and regulations as they relate to administering medications.

Please note:

- i) This policy applies to prescription and over-the-counter medication, including the administration of paracetamol
- ii) The following forms are relevant for the Administration of Medication to Youth Members Policy. These MUST be completed by the Leader-in-Charge or the First Aider.
 - Medication to Youth Members Medication Record (ADM.53a)
 - Medication to Youth Members First Aid Treatment Record (ADM.53b)

PROCEDURE FOR ADMINISTERING MEDICATION TO YOUTH MEMBERS

All Youth Members

A qualified adult Leader, i.e., first aider or Leader-in-Charge (LiC) must:

- be provided with details of any medication required by Youth Members prior to a camp/event. ADM.27 requires a Care/Management Plan to be attached if any medication is to be administered. The Care/Management plan must be signed by the parent/guardian and clearly state the Youth Member's name, medication required and specific details such as storage instructions, dosage and when medication must be given.
- check the girl's medication is in a resealable bag with the girl's name on the outside of the bag. Medications must be in original packaging, clearly labelled with the girl's name and dosage instructions. For prescription medications, this will be the original pharmacy label; for over-the-counter medications, this may need to be labelled by a parent/guardian.
- securely store the medication as specified or ensure this occurs (if medication retained by the girl).
- administer medications or assist with or supervise the self-administration of medication, according to the directions on the medication.
- complete the Medication Record (ADM.53a), whether medication is administered or self-administered.
- notify parents/guardians of any medication administered to their Youth Member. This may be at the end of the camp/event (e.g. it would be suitable to take a photograph of ADM.53a and email to the parent/guardian).

Exceptions to the procedure

The administration and storage of asthma inhalers are exempt from this procedure. Asthma inhalers remain with the Youth Member at all times for use as directed by the medical practitioner. In the event of an emergency, it may be necessary for a Youth Member to be assisted with the administration of medication (e.g. using an EpiPen to treat anaphylaxis or Ventolin to treat asthma).

Youth members aged 5-12

The LiC/first aider will need to assist a Youth Members aged between 5 and 12 years with their medication unless instructed otherwise by their parent/guardian – refer above to exceptions.

Youth members aged 12-14

Contemporary management of chronic health conditions encourages self-administration of their own medication, to recognise the signs and symptoms of their condition and to participate in the full range of activities offered by Guiding.

Youth Members can self-medicate as appropriate to their age and capacity – determined in consultation with their parent/guardian and First Aider/LiC.

Parents/guardians must include on the Care/Management Plan if medication is to be self-administered by the Youth Member. The conditions around which a Youth Member self-administers medication at a Guiding event must be discussed and agreed with the LiC / First Aider.

The LiC and First Aider can assist Youth Members to manage their health condition by incorporating their medication needs in the routine management of Guiding activities. They are required to remind the Youth Member of their medication times and dosages.

Self-administered or assisted administration of medication may include, but is not limited to, the following:

- use of adrenaline auto-injector (e.g., EpiPen)
- diabetes management – managing an insulin pump/finger prick tests/insulin injection
- inhaling medication such as Ventolin for asthma
- orally administering anti-convulsant medication for epilepsy
- orally administering enzyme replacements for cystic fibrosis,

If a Youth Member has a special need which affects her capability to administer medication or if a parent/guardian does not provide written permission for the girl to self-administer, there should be a discussion with the parents/guardians as to the appropriate procedure.

Youth members aged 14-17

It is appropriate to allow Youth Members from the age of 14 years to self-administer and securely store their own medication – a written request/notification to this effect is required from the parents/guardians.

The Youth Member and the LiC/first aider must agree on where medication is stored and where and how it is administered. Youth Members approved to carry their own medication should demonstrate practices of secure storage of medication that may be potentially harmful to others and safe disposal of injectable equipment.

If a Youth Member has a special need which affects her capability to administer medication or if a parent/guardian does not provide written permission for the girl to self-administer, it is suggested that a discussion is held with the parents/guardians as to the appropriate procedure.

If a breach of safe storage or self-administration is identified, the LiC/first aider must negotiate with the girl and parents/guardian's future medication administration practice ensuring compliance with this procedure.

Safe storage

All medicines must be clearly labelled with the name of the girl, drug, dose, expiry date and frequency. Medication that is not clearly labelled is not to be accepted for use. The drug must not be out of date.

A secure appropriate place must be allocated for Youth Members to place their medicines if they are self-medicating (unless approved to carry it) or for the Leader to place medicine if administering medication to a Youth Member.

Providing First Aid

When providing first aid to a Member the LiC/First Aider should record any treatment given on an ADM.53b First Aid Treatment Record.

Paracetamol and Ibuprofen should ONLY be administered if approval has been received in writing from the Youth Member's parent/guardian.

If a Girl Guide Incident Report is completed, a copy of ADM.53b must be attached to the Incident Report,