



GIRL GUIDES VICTORIA POLICY

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ADMINISTRATION OF MEDICATION TO YOUTH MEMBERS

Girl Guides Australia and Guide organisations in each State have a duty of care for the physical safety of youth members. This includes the safe administration of medication to youth members at Guide events, camps, meetings or other activities.

A Leader must have written permission from a parent/guardian before administering prescription medications to a youth member. The written permission is to be on the Activity Consent form.

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.

A Leader must have written permission, including name, dosage and instructions from a parent/guardian before administering over-the-counter medications, including homeopathic medications and analgesics, to a youth member. The written permission is to be on the Activity Consent Form.

Youth members can self medicate as appropriate to their age and capability—determined in consultation with the parent/guardian and youth member.

Medication is stored in a secure appropriate place that is accessible to the Leader and youth member (if self-medicating).

Members must observe State laws and regulations as they relate to administering medication. For further information refer to *Guidelines for administration of medication to youth members*, Girl Guides Australia *Administration manual*—available from your State Guide Office or National Office and on Girl Guides Victoria website.