

# **GUIDELINES FOR ADMINISTRATION OF MEDICATION TO YOUTH MEMBERS**



## **1. Definitions**

### **1.1 Prescription medication**

Prescription medication refers to medication prescribed by a medical practitioner for health conditions such as:

- epilepsy
- diabetes
- asthma
- anaphylaxis
- cystic fibrosis
- Attention Deficit Hyperactivity Disorder (ADHD)
- other diagnosed conditions.

### **1.2 Over-the-counter medications**

1.2.1 Administration of over-the-counter medications, including homeopathic medications and analgesics, are subject to the same accountabilities as prescription medications.

1.2.2 As many over-the-counter medications will not have an original pharmacy label detailing the name of the person authorised to take the medication, dosage and time to be taken, this information must be provided by a parent/guardian.

## **2. Procedure for administering medication to youth members**

### **2.1 All youth members**

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

- request medication information and written permission to administer this medication from the girl's parents/guardians, using the Activity Consent Form (ADM.27)
- check that the girl's medication is in a resealable bag with the girl's name on the outside of the bag. Medications must be in the 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 medication, or assist with or supervise the self administration of medication, according to the directions on the medication
- complete the Medication Record, whether medication is administered or self administered
- notify parents/guardians of any medication administered to their daughter.

#### 2.1.2 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 the girl to use as directed by the medical practitioner.
- In the event of an emergency situation, it may be necessary for a girl to be assisted with the administration of medication (e.g. using an EpiPen to treat anaphylaxis or Ventolin to treat asthma).

### **2.2 Youth members aged 5-12**

The LiC / first aider will need to assist girls with their medication unless instructed otherwise by their parents/guardians—refer above to exceptions.

### **2.3 Youth members aged 12-14**

- 2.3.1 Contemporary management of chronic health conditions encourages girls to administer their own medication, to recognise the signs and symptoms of their condition and to participate in the full range of activities offered by Guiding.
- 2.3.2 Self-administration may apply to girls who are assessed by their medical practitioner and parents/guardians, and approved by the First Aider / LiC, as capable of administering their own medication while participating in Guiding activities.
- 2.3.3 Parents/guardians must notify the LiC in writing if their daughter is to self-administer medication—the conditions around which a Guide self-administers medication at Guiding must be negotiated with the LiC / first aider.
- 2.3.4 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.

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

- use of adrenaline auto-injector (e.g. EpiPen)
- monitoring blood sugar levels and the injection of insulin for diabetes
- inhaling medication such as Ventolin for asthma
- orally administering anti-convulsant medication for epilepsy
- orally administering enzyme replacements for cystic fibrosis.

2.3.6 If a youth member has a disability 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.

## **2.4 Youth members aged 14–17**

2.4.1 It is appropriate to allow youth members to self administer and securely store their own medication—a written request/notification to this effect is required from the parents/guardians.

2.4.2 The girl 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.

2.4.3 If a youth member has a disability 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.

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

## **3. Safe storage**

3.1. 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.

3.2. 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.

**4. Source documents**

- 4.1. Health (Drugs and Poisons) Regulation 1996 new window 18(3), 30(2), 269  
<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/H/HealDrAPoR96.pdf>
- 4.2. Workplace Health and Safety Act 1995 new window Parts 1 to 17  
<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkplHSaA95.pdf>
- 4.3. [www.cidhs.cx/infopolicies/MedicationPolicy2006.pdf](http://www.cidhs.cx/infopolicies/MedicationPolicy2006.pdf)

**5. Related procedures**

- 5.1. HLS-PR-003: First Aid for Schools and Non-School Locations  
<http://www.qed.qld.gov.au/strategic/eppr/health/hlspr003/index.html>
- 5.2. Guiding principles for medication management in the community. APAC June 2006