



## Medication

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*Leaders need to know the issues and safety measures surrounding the administration of medication.*

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### **NON-PRESCRIPTION MEDICATION**

During activities it is not uncommon that a child or young person may have a mild complaint such as a headache and request a non-prescription medication (e.g. paracetamol). These non-prescription medications should only be given when the **child or young person's** parent / carer has given permission, either on a registration form or verbally following a phone call at the time.

### **PRESCRIPTION MEDICATION**

In some instances, you may have a **child or young person** attending an event or a programme who needs to use prescription medication (e.g. a diabetic child or child taking antibiotics). In this case the parent / carer must provide clear, written instructions and permission.

In the case of chronic illnesses (e.g. allergies, diabetes, epilepsy, anaphylaxis etc.) which may require ongoing medication, emergency medication treatment or first aid, all appropriate leaders should be informed and aware of what is required. If necessary, a first aid plan and emergency management plan should be provided by the **child or young person's** doctor.

### **ADMINISTERING MEDICATION**

Parents who wish a child or young person to self-administer medication must be satisfied they are reasonably able to do so. The church should take reasonable steps to ensure that self-administration is carried out safely.

Parents must complete a Medication Authority Permission Form for prescribed medication to be self-administered during church activities.

Medication is administered only if:

- The medication is provided in its original packaging, complete with instructions,
- The prescription label bears the **child or young person's** name,
- The medication has a current use by date,
- The name of the prescribing health professional, doctor, naturopath, or homeopath is provided,
- An emergency or first aid management plan has been provided and consulted (if appropriate),
- And a parent / carer has given permission.



2024 Edition

# BREAKING THE SILENCE

## INFORMATION SHEET

Parents / carers should provide their permission and relevant information to the ministry leadership when their child begins regularly attending the group / program. A Medication Authority Form template is available on the [Breaking the Silence website](#).

All medication, both prescription and non-prescription, preferably should be administered by a leader with a First Aid Certificate. Two leaders must be present while the medication is checked against its label (including the expiry date) and the information on the Medication Authority Form / Registration Form. If there is a discrepancy the medication must not be given. Both leaders must be present when the medication is administered and a record must be kept of what was administered, when and by whom. A template for keeping these records can be downloaded on the [Breaking the Silence website](#). Medication must be stored in a separate, childproof container and refrigerated where necessary.