

The 1st Dullingham and Stetchworth Scout Group

Medication Administration Policy

Policy Version: 1.0

Date of Issue:

Review Due:

Policy Owner: Group Scoutmaster (GSM).

1. Purpose

This policy ensures the safe administration of medication and basic first aid to members and volunteers of the 1st Dullingham and Stetchworth Scout Group during scouting activities, camps, and events. It applies to all leaders, assistant leaders, helpers, and adult volunteers.

2. Scope

This policy covers:

- Children aged 6–18 years.
- Adult members and volunteers.
- Administration of basic first aid.
- Administration of prescription and non-prescription medication where appropriate consent is obtained.

3. Leader Responsibilities

- At least one leader present at activities must hold a current nationally recognised First Aid qualification
- Leaders must act within their training and competence
- Leaders must keep accurate records of any medication administered
- Leaders must ensure parental/guardian consent is in place before administering medication to minors (see section 5)
- Leaders may refuse to administer medication if it is unsafe, unfamiliar, or outside their competence

4. Basic First Aid

- Leaders may provide basic first aid for injuries and illnesses in line with their training.
- First aid kits will be available at all activities
- Accidents, incidents, and first aid treatments will be recorded in the Accident/Incident Log



5. Consent for Medication

- For members under 18: Written parental/guardian consent is required for both prescription and non-prescription medication
- For adults: Written self-consent is required
- Consent forms must include: member's name, date of birth, medication details, dosage/timing, method, side effects, special considerations
- Consent can be for regular or occasional medication

6. Administration of Medication

- Medication must be in original packaging, labelled with name/dosage/instructions, and in-date
- Leaders will follow instructions from parents/guardians or healthcare professionals
- Two leaders should be present where possible
- A Medication Record Sheet will be completed for every dose given

7. Non-Prescription Medication

- With parental consent, leaders may administer over-the-counter medication
- Dosage must be appropriate for age and weight
- Stored securely and only used for the intended individual

8. Self-Administration

- Allowed with agreement from parent/guardian (for minors) or the individual (for adults)
- Leaders will supervise minors as appropriate
- Certain conditions may require members to carry their own medication (e.g., inhalers, EpiPens)

9. Storage of Medication

- Stored securely at activity location, inaccessible to unauthorised persons
- Medications needing refrigeration will be in a sealed container in a fridge

10. Emergencies

- Leaders may administer medication without prior written consent if necessary to save life and in line with training
- Emergency services will be contacted if needed
- Parents/guardians will be informed as soon as possible



11. Review and Compliance

- Policy reviewed annually or after any serious incident
- All leaders will be made aware of the policy and responsibilities

Approved by:

12. Acknowledgement by Leaders

I have read and understood the policy. I agree to follow it and report any concerns.

Name	Role	Signature	Date

14. Policy Review Sheet

Date	Reviewed By	Key Changes Made	Next Review Date

