MEDICATION POLICY

Global Village Learning Ltd

Proprietor	Global Village Learning Ltd (ABN 52 090 773 470)
School	Global Village Learning, New Gisborne Campus
Policy owner	Board of Directors
Responsible officer	Executive Director, with Wellbeing Coordinator and Hub Leads for day-to-day implementation
Date adopted	October 2026 (originally adopted May 2025; reformatted October 2026)
Review cycle	Every three years
Next review	2029
Regulatory context	ETR Act 2006 (Vic); Schedule 4 clause 12, ETR Regulations 2017 (Vic); VRQA Guidelines to the Minimum Standards – Standard 7 (Care, safety and welfare of students); Poisons and Drugs Act 1981 (Vic).

1. Purpose

To explain to parents, carers, young people and Guides the processes Global Village Learning (GVL) follows to safely manage the provision of medication to young people while at GVL or GVL activities, including camps and excursions.

2. Scope

This Policy applies to the administration of medication to all young people. It does not apply to:

- The provision of medication for anaphylaxis, which is provided for in GVL's Anaphylaxis Policy.
- The provision of medication for asthma, which is provided for in GVL's Asthma Policy.
- Specialised procedures which may be required for complex medical care needs, which are addressed in the young person's Young Person Health Support Plan.

3. Policy statements

If a young person requires medication, GVL encourages parents and carers to arrange for the medication to be taken outside GVL hours wherever possible. Where a young person needs to take medication at GVL or a GVL activity, the following procedures apply.

3.1 Authority to administer

If a young person needs to take medication while at GVL or at a GVL activity:

- In most cases, parents and carers should arrange for written advice to be provided in a Medication Authority Form, which the young person's treating medical or health practitioner should complete.
- If advice cannot be provided by a medical or health practitioner, the Hub Lead (or their nominee) may agree that written authority can be provided by the young person's parents or carers.
- The Hub Lead or their nominee may consult with parents or carers to clarify written advice and to consider the young person's individual preferences regarding medication administration, which may also be provided for in a Young Person Health Support Plan.

Parents and carers can request a Medication Authority Form from Hub Guides or download it from Compass.

3.2 Guide-administered medication

Any medication brought to GVL by a young person needs to be clearly labelled with:

- The young person's name.
- The dosage required.
- The time the medication needs to be administered.

Parents and carers must ensure the medication a young person has at GVL is within its expiry date. If a Guide becomes aware that medication has expired, they will promptly contact the young person's parents or carers, who will need to arrange replacement medication.

If a young person needs to take medication at GVL or a GVL activity, the Hub Lead (or their nominee) will ensure that:

- **Medication is administered in accordance with the Medication Authority Form** so that the young person receives the correct medication, in the proper dose, via the correct method (for example, inhaled or orally), at the correct time of day.
- **A log is kept** of medication administered to each young person, completed on Compass.
- **Where possible, two Guides** supervise the administration of medication.
- **The Guide in charge of the young person** at the time their medication is required is informed so that the young person can be released from learning to receive it.

3.3 Self-administered medication

In some cases it may be appropriate for a young person to self-administer their own medication. The Hub Lead may consult with parents or carers and consider advice from the young person's medical or health practitioner to determine whether to allow self-administration.

If the Hub Lead decides to allow self-administration, they may require written acknowledgement from the young person's medical or health practitioner, or the young person's parents or carers.

3.4 Storing medication

The Hub Lead (or their nominee) will ensure medication is stored:

- Securely, to minimise risk to others.
- In a place only accessible by Guides responsible for administering the medication.
- Away from a learning space, unless quick access is required.
- Away from first aid kits.
- According to packet instructions, particularly in relation to temperature.

For most young people, GVL stores medication in the relevant Learning Hub. The Hub Lead may decide, in consultation with parents or carers and the young person's treating practitioner, that medication should be stored in the young person's locker for quick access, or that the young person may carry their own medication (preferably in the original packaging) if it does not have special storage requirements and doing so does not create unsafe access for other young people.

3.5 What GVL will not do

GVL will not:

- Store or administer analgesics such as aspirin and paracetamol as a standard first aid strategy, as they can mask signs and symptoms of serious illness or injury.
- Allow a young person to take their first dose of a new medication at GVL, because of the risk of an allergic reaction. This should be done under the supervision of the young person's parents, carers or health practitioner.
- Allow use of medication by anyone other than the prescribed young person, except in a life-threatening emergency (for example, where a young person is having an asthma attack and their own reliever is not readily available).

3.6 Medication error

If a young person takes medication incorrectly, Guides will:

- **Step 1.** If required, follow first aid procedures outlined in the young person's Young Person Health Support Plan or other medical management plan.
- **Step 2.** Ring the Poisons Information Line on 13 11 26 and give details of the incident and the young person.
- **Step 3.** Act immediately on their advice, including calling Triple Zero "000" if advised.
- **Step 4.** Contact the young person's parents, carers or emergency contact person to notify them of the error and the action taken.
- **Step 5.** Review medication management procedures in light of the incident.

In the case of an emergency, Guides may call Triple Zero "000" for an ambulance at any time.

4. Scope of application

This Policy applies to all young people enrolled at GVL, all Guides, education support Guides, volunteers, and contractors, and extends to all GVL activities including camps, excursions and off-site learning.

5. Roles and responsibilities

Role	Responsibilities
Executive Director	Oversees implementation of this Policy and ensures Guides are supported to administer medication safely.
Wellbeing Coordinator	Maintains oversight of medication administration records, consults with families on Young Person Health Support Plans, and is notified of any medication error.
Hub Leads	Coordinate day-to-day medication administration within their hub, ensure Medication Authority Forms are current, and oversee storage.
Guides and education support Guides	Administer medication in accordance with the Medication Authority Form and record administration in Compass.
Parents and guardians	Provide current Medication Authority Forms, supply in-date medication, and update GVL when medication changes.
Young people	Participate in decisions about medication administration in age- and capability-appropriate ways.
Board of Directors	Owns this Policy and reviews aggregate medication incident reporting annually.

6. Communication of this Policy

- Included in Guide induction processes.
- Available publicly on the GVL website.
- Included as an annual reference in the GVL newsletter.
- Discussed at Guide briefings and meetings as required.
- Discussed at parent information nights and transition sessions.
- Shared with young people through Hub teams.
- Hard copy available from the Campus Manager on request.

7. Review

The GVL Board reviews this Policy every three years, and immediately following any significant incident, change in regulation, or change in operational practice.

8. Related documents

- First Aid Policy
- Anaphylaxis Policy

- Asthma Policy
- Health Care Needs Policy
- Mental Health and Wellbeing Framework (TORA)
- Medication Authority Form
- Medication Administration Log (Compass)

Endorsement

Endorsed by the Global Village Learning Board of Directors in October 2026.

Next scheduled review: 2029.