Policy on Administering Medication to a Minor

Girl Scouts of Western Washington (GSWW) is a private membership organization. As such, it is not mandated by law to require that its volunteers administer medications to GSWW's girl members. Taking over-the-counter or prescribed medication is the responsibility of the girl needing the medication and her parents. Volunteers should encourage the girl's parent or legal guardian to be involved in meetings or outings that occur at times when a medication needs to be taken. This will enable the parent/guardian to administer the medication.

GSWW strives to be inclusive and to make its programming available to the broadest range of girls possible, and so will allow volunteers to accept the responsibility of administering medications. However, GSWW neither requires nor encourages its volunteers to do so. If the parent/guardian is unable or unwilling to attend the meetings or events, the volunteer, in his or her sole discretion, may agree to accept the responsibility of administering the medication, provided the volunteer:

1) Is comfortable doing so;
2) Is qualified to do so, having received any necessary training or certifications;
3) Has a written GSWW parental authorization and consent form to administer the medication;
4) Has a written authorization and instruction form from the girl's doctor (for prescription medication) stating why the medication is necessary for the girl's health, as well as how the medication should be stored and administered, including the dosage to be administered and when;
5) Submits a signed GSWW statement that is filed with the council confirming that she or he has secured the written authorizations required by this policy.
6) The medication is in its original, marked container.
7) The medication is correctly stored and in such a way as to assure that it is out of reach of other children.

Volunteers that accept the responsibility for administering or overseeing the taking of medications incur a risk of legal liability and should not undertake that risk casually and without understanding the risk involved.

All authorization forms must be kept by the volunteer during the entire time the girl is involved with Girl Scouts unless the volunteer is instructed by a GSWW staff member to give the forms to a staff person or other volunteer.

GSWW may discontinue its policy of permitting qualified volunteers to administer medication at any time. In addition, any volunteer who accepts the responsibility of administering medications to a girl may choose to discontinue doing so at any time and for any reason. Should the policy and/or practice be discontinued, notification will be posted on GSWW's website.