

Updates to GGA Procedures and Forms: ADM.53, ADM.53a, ADM.53b & 56b

GGA has updated the following:

ADM.53	GUIDELINES FOR THE ADMINISTRATION OF MEDICATION TO YOUTH MEMBERS (procedure)
ADM.53a	MEDICATION ADMINISTERED TO YOUTH MEMBERS (form)
ADM.53b	FIRST AID TREATMENT RECORD (form)
ADM.56b	RISK ASSESSMENT PLAN FOR OUTDOOR ACTIVITIES (form)

The updates took place following feedback which included that more clarity was required by Leaders when using the forms. We have taken the opportunity to refresh the branding.

The updated procedure and forms will be available on *Guide Lines* from 11 October 2021.

Copies of the documents are attached for your reference. Please note *Guide Lines* should always be referenced to access the current version of any GGA form or procedure.

A summary of the changes made to each of the documents is included below:

1. ADM.53 GUIDELINES FOR THE ADMINISTRATION OF MEDICATION TO YOUTH MEMBERS

This is the overarching document in this suite of forms to support Leaders when they need to give medication to Youth Members. The procedure has been reviewed and updated to further explain how to complete ADM.53a and ADM.53b and the importance of parents providing the relevant information and specific medication. The language has been simplified.

2. ADM.53a Medication Administered to Youth Members – formerly ADM.53a Medication to Youth Members Medication Record

Small changes were made to make this form clearer and more user friendly while updating the branding and design. Leaders/First Aiders must complete this form when administering medication to a Youth Member at any Guiding activity, event or camp.

3. ADM.53b First Aid Treatment Record – formerly ADM.53b Medication to Youth Members First Aid Treatment Record

This form has been updated with the new GGA branding and small updates made to the content. Leaders/First Aiders use this form to record all first aid treatment provided to Youth Members at a Guiding activity, event or camp.

4. ADM.56b Risk Assessment Plan for Outdoor Activities

Leaders and Managers reported ongoing issues completing this form. The nature of the information being input usually meant the form required more space and flexibility for those completing it. This form is now in Word format. It is completed by a Leader or Manager prior to an outdoor event or activity.

These updated documents will be available on [Guide Lines](#) from Monday 11 October 2021.

Included on GGA social media	N/A
Next Steps for SGOs	Circulate as appropriate

