

MEDICATION MANAGEMENT POLICY

NATIONAL PREMIER DISABILITY SERVICES

Document Control

ADMIN | 0416 855 097

Document Number:	00120	Version:	1
Created Date:	1 Sept 2018	Created By:	Outflow Australia
Modified Date:		Modified By:	
Approved Date:		Approved By:	

POLICY

National Premier Disability Services aims to establish a safe, hygienic and effective policy and procedure for the administration and management of all client medications. National Premier Disability Services acknowledges that all employees have a duty of care when assisting, administering and managing client medications, including both prescription and non-prescription medications. It is the responsibility of all National Premier Disability Services employee's to ensure that all medication is managed in exact accordance with the doctors or pharmacists direction.

National Premier Disability Services acknowledges that a client may require support to manage and administer their own medication, it is therefore the responsibility of National Premier Disability Services Nursing Service to ensure that all employees are appropriately trained and certified and will be required to demonstrate their competency before administering medication unsupervised.

PROCEDURES

- National Premier Disability Services will advise all clients that prescription tablet medications be dispensed in a Webster pack by the pharmacy.
- National Premier Disability Services clients who require support to manage their medication will be required to have a care plan detailing the time and date the medication is given and signed by the support staff. Client allergies should be recorded in the clients care plan with their medication information. Staff should familiarize themselves with what to do should an allergic reaction occur.
- If there is more than one support worker working with a client on a shift, it is the responsibility of the staff members to allocate the administration of all medication to the client they are assisting on their shift to one staff member only.
- Before commencing administration of medication, staffs are required to adhere to all Work, Health or Safety procedures e.g. hand washing techniques.

- Before any staff member administers medication to a client they must complete the 5 'R' procedures.
 - Right person
 - Right time for the medication
 - Right medication
 - Right dose of medication
 - Right route

- If any of the above steps are in-consistent with the clients medication information on file or as directed on the Webster pack then the **medication is not to be administered**. If you have any concerns regarding the medication to be administered to the client please contact your Nursing Care Coordinator.

- Many Clients are able to take their medication independently. For clients requiring assistance staffs are to provide support and supervision. It is the responsibility of the staff member to ensure that the person has swallowed their medication, staff should remain with the client until they are certain that all medication has been taken.

- It is a legal requirement that all Staff members complete all documentation that the medication has been given and swallowed by the client.

- It is a legal requirement that all staff members report to the Nursing Care Coordinator if a client cannot swallow or has refused to take their medication.

- It is a legal requirement that staff only administer medication that has been prescribed to that person, **it should not** be used it for any other clients.

- Staff should Endeavor to minimize distractions when administering medication, this will assist with minimizing mistakes.

- Staff should observe the client once they have taken their medication for a period of time for any side effects, particularly if they have commenced a new medication, increased or decreased the dose of their medication, or a PRN medication has been administered.

- Staffs are to ensure that they are familiar with procedures regarding a medication incident. If there is an adverse reaction to medication administered, or a medication error has occurred staff are to contact emergency services as soon as possible. Staff are to contact the Nursing Care Coordinator to advise of the event. An incident report is to be completed and submitted to the Nursing Care Coordinator within 24 hours of the incident.
- Staff should be aware of other allied health professionals and their role in administering medication to clients. If any staff member has concerns about medication given, or the allied health professional fails to attend they should contact the Nursing Care Coordinator immediately.

FORMS

NATIONAL PREMIER DISABILITY SERVICES Staff Incident Form

REFERENCES

Workcover NSW-Work Health and Safety Regulation 2011

NSW Department of Ageing, Disability and Home Care (ADHC)

NSW Department of Health Medication Administration Policy 2010

National Premier Disability Services

Suite 212, 30 Campbell Street, Blacktown, NSW 2148 Ph: 02 9136 6045	Unit 4, 3 William Street, Goodna, QLD 4300 Ph: 0416 855 097
---------------------------------------------------------------------------	-------------------------------------------------------------------

Web: nationalpremierdisabilityservices.com.au

E-mail: enquiries@npdservices.com.au