



Upper Great Southern Family Support Inc.

Policy On
**MEDICATION
ADMINISTRATION**

Date Adopted: May 2011

Date Last Revised: March 2013

Date for Next Review: March 2014



Upper Great Southern Family Support Association Inc.

Policies and Procedures

Policy and Procedure: Medication Administration	Date Adopted: May 2011
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RELATED DISABILITY SERVICE STANDARDS: 2,3,4,5	Review Date: March 2014

Medication Administration

Purpose of this Policy

The purpose of this policy is to establish a safe, hygienic and effective procedure for the administration of all medication to Service Users under Upper Great Southern Family Support Association Inc (UGSFSA) care.

The Policy

UGSFSA recognises its duty of care to ensure that safe hygienic and effective procedures are in place for the administration of all medication to Service Users under UGSFSA – including non-prescribed medications i.e. sunscreen, Betadine etc.

In all instances, medication administered to Service Users must be under the direction and authorisation of a qualified medical practitioner.

UGSFSA acknowledges that in many cases the Service User may require support to manage and administer their own medication. It is therefore the responsibility of UGSFSA and its employees who are charged with supporting individuals to ensure that prescribed medication is administered as directed.

Under no circumstances are employees permitted to take it upon themselves to cease or change any prescribed medication without written authorisation from a doctor.

It is the responsibility of the service user, family and or carer to ensure all medication is administered exactly according to the doctors or pharmacists direction. It is the responsibility of each individual employee working with a service user to correctly record and sign the administration of medication on the appropriate form. It is also the individual

employee's responsibility to correctly date and record all Doctors and/or Dentist visits on the appropriate form. All recorded information is required to be clear and precise.

Where employees are required to administer medication UGSFSA will ensure that training is provided and that employees will be required to demonstrate their competency before administering medication unsupervised.

The Procedure

The following procedures are to be implemented to ensure that employees administer all medications (including non-prescribed medications) to Service Users in the safest, most hygienic and effective way possible whilst strictly following all doctors or pharmacists instructions.

Dispensing Medication Procedure

1. All prescription tablet medications are to be dispensed in a Webster pack by the pharmacy.
2. To avoid mistakes, one staff member is to take responsibility for the administration of all medication to the Service User they are assisting on their shift. This is in instances where more than one support worker is working with the Service User on a shift.
3. Before commencing administration of medication, staff(s) is required to wash and dry their hands thoroughly.
4. Before any staff member administers medication to a Service User the following steps must be completed each time.
 - Identify the person
 - Check the time medication is to be given
 - Check the name of medication
 - Check dose of medication – total amount of each medication prescribed by the doctor
 - Check strength of the medication – the amount of medication contained in each tablet, eg. Dose = 400mg Tegretol, Strength = 200mg in each tablet, there for person has 2x 200mg tablets.
5. If any of the above steps are in-consistent with the information in the Service Users file or detailed on the Webster pack then the medication is not to be administered. In the event that this occurs, contact either the Service User's Service Support Manager or dispensing pharmacy as named on the Webster pack.

6. When administering medication do not allow any interruptions. **TURN OFF YOUR PERSONAL MOBILE. DO NOT ANSWER THE SERVICE USER'S PHONE.** This is often how mistakes happen.
7. Unless otherwise stated, medication is to be given with food or drink. Where practicable, medication should be administered midway throughout the meal.
8. Many Service Users are able to take their medication independently. In this instance staff needs to supervise the Service User in checking the correct medication is taken, observe the medication being taken and record this.
9. For Service Users requiring assistance staff is to provide support and supervision as required. The medication should be given to the person in the most independent manner possible however; you are ultimately responsible to ensure that the person has taken their medication. Do not leave the person until you are certain they have completely swallowed their medication.
10. After administering the medication, sign that the medication has been given and swallowed by the Service User. This is a legal requirement. ***Report in the communication book if the Service User cannot swallow or has refused to take their medication. Report the matter to either the emergency number or the Service Support Manager.***
11. Only medication prescribed for the person should be given to that person, do not use it for anyone else, it is illegal and it may be dangerous.
12. Observe the person for any side effects particularly if they have commenced a new medication or it has been administered with a PRN medication (as and when required e.g. Panadol for headaches) or if an existing medication has been increased or decreased.

Storage of medications

All medications are to be stored in a place agreed with the Service User in the Service User's home. The designated area must be dry, out of direct sunlight and not provide easy access to visitors or children. The storage place is to be consistent; once medication is administered the medication is to be returned immediately to the agreed storage place.

When Service Users are in the community and are required to take medication, staffs is to follow the steps for dispensing medication. Staff is to ensure the Service User has the required medication with them prior to leaving home. The medication where appropriate can be carried by the Service User or the support worker.

Filling prescriptions

When appropriate, Service Users are to attain and fill their own prescriptions for medications. When necessary support staff are to assist Service Users with filling their prescriptions, monitoring supply and making doctor's appointments to renew prescriptions. All tablet medication is to be dispensed into Webster packs.

Administering non-prescription medication

Service Users may use over the counter or non-prescription medications. Discuss with the Service User the reason for the medication and who advised the Service user to take the non-prescription medication. If there are concerns about the appropriateness of the non-prescription medication discuss with a pharmacist or the Service Support Manager.

If Service Users require support when administering non-prescription medication; staff is to read and follow the directions provided with the medication. Take note of any warnings and monitor the Service User for adverse reactions. Record that the non-prescription medication was administered. Staff are not to make any recommendations to Service Users on non-prescription medications.

Other Agencies administering medication

Support staff is to be aware of other agencies role in administering medication to Service Users (e.g. Silverchain giving insulin). If other agency staff fail to attend or if there is a concern about medication given, staff are to contact the Service Support Manager or if required emergency services.

Medication incidents

If there is an error or adverse reaction to medication administered, staff are to contact emergency services if appropriate. Staff are to call UGSFSA office or emergency phone to advise of the event. An incident report is to be completed and submitted as soon as practicable to the office.

Service User Allergies

Service User allergies are to be recorded in the Service Users file with their medication information. Staff are to familiarise themselves with this and what to do should an allergic reaction occurs.

Medication Plans

When Service Users require support to manage their medication UGSFSA is to provide a medication recording chart. The medication recording chart is to detail the time and date medications are given and signed by the support staff. The medication chart is to be held in the Service User's in-home file.

Review of the Policy

This policy will be reviewed on an annual basis. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy shall be reviewed immediately and amended accordingly.

Relevant Forms

Medication Chart Form