

MANAGING MEDICATION POLICY & GUIDELINES

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Drafted by	Merryn Farnsworth	Approved by	22.04.2021 manager
Responsible person	Merryn Farnsworth	Scheduled review date	22.04.2022

POLICY STATEMENT

Each Participant requiring medication can be confident that all workers from Life Independence will administer, store and monitor the effects of their medication and actively work to prevent errors or incidents.

Life Independence will take all reasonable steps to ensure the appropriate and correct use of medications to reduce the risk of harm.

Medication management will include:

- How medications are ordered and supplied if applicable
- How people take medications or are assisted to take them
- How medications are recorded
- How medication use is supported and monitored

Ultimately, each individual involved in service delivery is responsible for ensuring health and safety at that workplace. Specific medication management requirements are to be advised through individual support plans supplied to Life Independence.

The purpose of this policy is to support the best possible use of medications and minimise risk of inappropriate use which could lead to harm. Life Independence recognises that medications play an important role to maintaining the health and well being of participants as well as for treatment of disease or relief from symptoms.

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The implementation of this policy is designed to improve outcomes for people with a disability and further aims to:

- Assist each individual to manage their own medication
- Provide support to workers
- Assist staff working with people with a disability to follow all legal requirements and standards relating to management and administration of medication in relation to a disability service
- Promote the clients right to self determination, independence and decision making in relation to the management of their medication
- Ensure clients have required access to medical professionals and pharmacists
- Ensure clients are informed about any associated risks and benefits relating to their medications
- Encourage and assist clients to manage their own medications as independently as possible ensuring that the clients safety, well being and staffs duty of care is not compromised in doing so
- Identify and assess any associated risk with the administering of medication

SCOPE OF POLICY

This policy applies to all Life Independence staff or any person acting in a capacity whereby they are taken to be representing Life Independence and its interests. Failure to comply may result in disciplinary action.

POLICY PRINCIPLES

Guiding principles are used to develop framework of service delivery. Each policy, guideline and practice of Life Independence applies to how we meet the elements of these principles. Life Independence is commits in the context of a disability service providing disability support services to ensure medication management practices place the client at the centre of any planning and service delivery with a focus on independence to the extent that is safe.

To achieve this Life Independence commits to the following:

- Keep records that clearly identify the medication and dosage required by each participant, including all information required to correctly identify the Participant and to safely administer the medication.
- All workers responsible for administering medication understand the effects and side effects of the medication.

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- All workers responsible for administering medication understand the steps to take in the event of an incident involving medication.
- All medications are stored safely and securely and in a manner that makes them easily identifiable and differentiated from other medications.
- Medications are only to be accessed by appropriately trained workers.
- Medication management will focus on individual strengths and requirements. Clients will be informed on any potential risk or benefit of medications in a manner that best suits the individual communication requirements of the client. Clients will further be encouraged to take an active role in the decision making process relating to their medications to the extent that is possible.
- Consent is required before a client can receive medical assistance/administering of medications expect in an emergency situation. If the client does not have the capacity to provide consent a legally appointed guardian or Person Responsible will be required to provide consent.
- Individuals who have the capacity to do so have the right to withdraw consent relating to the administering of medications.
- Clients will be encouraged and supported to self-manage their own medications where appropriate.

RECORD KEEPING

A Register of Medication Administration will be kept to ensure consistency or administration and to reduce the risk of error or incident. Clients who are self-managing their own medications will be encouraged to maintain their own register and request a template to do so from Life Independence for this purpose.

PROCEDURES

- Medication management practices are handled in accordance with this policy which is available on the service website and provided to all employees.
- Should assistance with medication management be required this will be outlined in the Participants individual records.
- These records should outline how individual medications are to be stored, monitored, administered and disposed of in correct fashion and in accordance with NDIS Practice Standards & Quality Indicators and relevant legislation.
- Identification of specific medications and required dosage will be recorded in client files and available to applicable staff. This will include an image of the

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medication and outline the required dosage and any specific instructions relating to administration. If more than one Participant resides at the location where medications are to be administered, an image of the Participant will also be included in these records to enable workers to be able to easily identify the Participant and the specific medication relating to them.

- If staff are required to physically handle the medications to assist with administration they are required to wear applicable PPE such as gloves and are not to directly touch the medication.
- Records relating to medication management and administration will be kept in client files and at locations where medication is to be administered outlining the type of medication, dosage required and any other applicable information or instruction.
- Life Independence and any applicable workers will be informed about predicted side effects and benefits of prescribed medications which is to be communicated to participants in a manner that will facilitate the best understanding.
- In keeping with the services Incident Reporting Policy, processes will guide workers as to what steps are required should an incident involving medication arise. This will include reporting to management, incident reporting and calling 000 if required. An incident report should be completed in the event of any incident involving medication management and administration.
- Participants will be encouraged and supported to be involved in the decision making process relating to their medications if possible.
- Consent from the Participant will be required before medications can be submitted.
- Any worker responsible for administering medications are to be appropriately trained and qualified to do so. Supporting evidence of applicable qualifications are to be provided to Life Independence and retained in staff files.
- Where possible and if indicated in individual support plans, workers are to assist participants in managing their own medications with supervision to support the independence of the Participant.
- All medications are to be stored safely & securely in accordance with the storage requirements of the individual medications. This could include storing medications in a lockable cabinet if required.

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- How medications are monitored and administered will be recorded by the workers and reviewed as part of Life Independence continual improvement plan.
- Workers are to adhere to workplace health and safety responsibilities at all times, including taking reasonable care for their own health and safety
- Workers are to ensure they have read and understood this policy and any further policy or procedure relating to medication management specific to Life Independence
- Workers are to ensure that their practices relating to medication management are compliant with Life Independence policies & procedures and not outside their scope of responsibilities.

ROLES & RESPONSIBILITIES

Any person connected to the delivery or receipt of services is required to adhere to the principles & procedures of this policy and work to ensure the safe and effective use of medications. It is the responsibility of both staff and client to comply with relevant governing legislation and regulatory requirements named in this policy.

Clients have the responsibility to work in conjunction with staff and health professionals to develop skills for the appropriate use of medications and seek assistance should be required. Clients should not request that any staff providing them with support act outside of their scope of responsibility or in a manner that is in breach of the policies, procedures and legislative requirements outlined in this document.

Staff have the responsibility to ensure that the wishes of the client is communicated and adhered to as much as possible and to work with the client, other carers and relevant health care professionals to ensure the appropriate use and administration of medications. Staff further have the responsibility to familiarise themselves with the risks and benefits of applicable medications.

Life Independence has the responsibility to develop relevant organisational policies and procedures to facilitate the safe and compliant administration of medications. To ensure that staff have a level of competency to provide appropriate and safe support to a person with a disability including medication administration if their role should require it. Provide relevant training to staff if required.

DEFINITIONS

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Consent – the process whereby an individual consents to, or refuses, an intervention based on information provided regarding the nature and potential risk of the proposed intervention.

Worker – an employee or agent of Life Independence who for the purpose of medication administration is appropriately qualified.

Health Professional – member of a health profession who is registered to practice under the National Registration and Accreditation Scheme.

Client – in this context is used to describe the person who uses a service or support from Life Independence.

Medication – a substance given with the intention of preventing, diagnosing, curing, controlling or alleviating disease or otherwise enhancing the physical or mental welfare of people. Includes prescription and non-prescription medications, including complementary health care products.

Register of Medication Administration – a current and accurate record of all medications selected, prescribed and used to support safe administration of medications and effective communication of medication related information between workers, families, support networks and health care professionals.

Incident – an event that could have or did cause harm to an individual where medication is likely to have been a contributing cause or factor.

Self-Administration – the action of an individual playing an active role in administering a medication on behalf of him or herself.

SUPPORTING POLICIES:

- Life Independence Incident Reporting Policy
- Life Independence Occupational Health & Safety Policy

GUIDING LEGISLATION:

The National Disability Insurance Scheme Act, 2013

NDIS Practice Standards & Quality Indicators