

Policy Name		Policy Number
Administration of Medication		3.10
Manual Section		Version
Participants and Programs		
Date Endorsed: May 2010	Date Reviewed: July 2020	

Policy:

- 1.1 Medication is administered to participants while at Sharing Places in a correct and responsible manner in accordance with direction provided by parents/carers/guardians.

Procedure:

- 2.1 All initial requests for the administration of medication and any subsequent changes to current requirements are to be in writing. This includes PRN (as required) medication; eg. antihistamines, antibiotics and / or analgesics.
- 2.2 Any changes to the current medication or regime is to be recorded immediately in the participant's Personal Profile and a copy placed at the front of the participant's file.
- 2.3 A participant's medication list is to be reviewed every 3 months and the Personal Profile and Active Support Plan updated if necessary.
- 2.4 All medication to be administered is to be clearly labelled with the name of the participant, the name of the medication, the dose and the time for administration. This must correspond with the written request for administration of the medication.
- 2.5 All blister packs (Webster paks) must be clearly marked with the name of the participant, name of the medication, day, date and time for administration of the medication; and only contain the medication which is to be administered while at Sharing Places.
- 2.6 The Team Coordinator/Support Worker Level 2 in each support team is responsible for checking that the daily medication is available for administration at Sharing Places.

- 2.7 All medications are to be kept in a secure place in the appropriate support team area.
- 2.8 Staff are not to administer any non-prescription medication without a written request. In the event that a participant becomes unwell and does not have a written authority for the use of non-prescription medication, the family / group house are to be notified and asked to collect the participant.
- 2.9 Management has the responsibility to ensure staff members assisting participants to take medication are competent in the task.
- 2.10 Medication must not be repacked. If the participant requires medication while away from SPI e.g. while on a community access program, the original dispensed or supplied container should be sent with the support worker accompanying the participant, ensuring that it is safely stored at all times.
- 2.11 Prior to administering medication, the staff member who is administering must check medication details with a second staff member; confirming name, participant's identity, medication, dosage, day, date and time.
- 2.12 Staff are to provide participants with whatever assistance is necessary to take their medication.
- 2.13 All tablets and capsules are to be swallowed whole unless there is a written direction for tablets to be crushed prior to administration. Crushing some tablets may affect the way they work and may produce side effects.
- 2.14 The administering staff member who starts the dispensing process must complete the dispensing process, ensuring the medication is taken immediately and that the medication is never left unattended.
- 2.15 All medication that has been administered is to be recorded immediately on the participant's medication chart and signed by both the administering staff member and by the staff member who checked and confirmed medication.
- 2.16 In the event that prescribed medication has not been administered or any problems are encountered, the staff member must inform the immediate supervisor. The problem / reason why the medication has not been administered is to be recorded in the participant's communication book and followed with a phone call to parent / carer.
- 2.17 It is the responsibility of staff administering medication to access information about the medication, its effects and side effects. This information is available in support team areas and the Sharing Places library.
- 2.18 Should an adverse reaction become apparent then the immediate supervisor must be informed immediately.

Responsibility:

Executive Director
Senior Manager – Participants & Programs
All Staff Members

Relevant Forms:

Medication Chart for Dispensing Medication
Personal Profile

Related Policies:

- Rights and Responsibilities
- Work Health and Safety
- Records and Information