

Medication Policy

Interchange Outer East (IOE) supports individuals with disabilities, many of whom use medication on a regular basis. The administration of medication carries legal obligations for staff, and families place a high level of trust and responsibility on staff when administering medication. When administering medication, both prescribed and non-prescribed, staff members need to be aware of the need for attention to detail, meticulous record-keeping skills, teamwork and a common sense approach, as incorrect administration of medication can have dangerous outcomes.

Therefore, it is imperative that staff are trained in the safe and hygienic administration of medications and first aid, as part of their role within IOE. Further, families and staff are expected to work together to document all medications, prescribed uses for medications, and how and when medications are administered. This is to be done before any medication is administered, and families are to sign Medication Sheets before activities/shifts where medication is required to ensure clear communication between all parties.

Staff who administer medication are also responsible for carrying out proper recording procedures, ensuring safe storage of medication, monitoring desired effects and possible side effects, and safe disposal of out-dated medication. Staff are also responsible for being aware of the reasons each medication is being administered.

Scope:

This policy is applicable to all staff, participants, volunteers, families and visitors when they are engaged within IOE. This is also applicable to all IOE locations, and when IOE staff, participants and volunteers are accessing the community through their involvement with IOE. All staff responsible for administration of medication need to undertake "Administration of Medication" training prior to administering any medication.

Medication:

All medication prescribed to modify behaviour is classified as a chemical restraint and is subject to staff following 'restrictive intervention' procedures (see restrictive intervention guideline).

Some individuals may take both prescribed and non-prescribed medication. Prescribed medication is taken to treat specific medical conditions or to control behaviour, whilst non-prescribed medication is taken to support the individual's general health. All medications, both prescribed and non-prescribed need to be meticulously recorded on the Medication Sheet for correct dosage, time and route of administration, along with any allergies the individual may have.

Medications may take the form of tablets or capsules, drops, liquids, ointments, lotions, or sprays, and may be administered orally, through gastrostomy tubes, inhaled, topically,

rectally or injected. IOE staff are required to have specialist training to administer medication through gastrostomy tubes, rectally and injections.

Recording:

All medication administered to an individual in the care of IOE must be recorded on the individual's Medication Sheet. The Medication Sheet contains the medication/s, dosages, method of preparation, time, route of administration, PRN medications and any allergies.

The information contained in the Medication Sheet must match what is recorded on the original container, Webster Pak or Dosette Box for prescribed medications, and match the recommended dose specific to the individual for non-prescribed medications. Prior to the commencement of activities and shifts, the individual/parent/guardian must sign the Medication Sheet to confirm the information is correct.

The Medication Sheet is also used to record when and who administered the medication and must be signed for every medication administered.

On 1:1 shifts, medication may be administered from the original container. All completed Medication Sheets must be forwarded to the relevant IOE coordinator. If no Medication Sheet is available, staff are to write all details that are included on the Medication Sheet, sign it and forward this to the coordinator.

Medication Sheets must be completed within all areas of IOE and are not exclusive to camps and day activities. It is the responsibility of the staff member to ensure they have adequate copies of the Medication Sheet.

Storage of Medication:

All medication requires safe storage to prevent loss and to avoid accidental ingestion by individuals, regardless of the situation and location.

On camps and activities, all medication must be stored in a locked bag that can only be opened by staff members. This includes staff and volunteers' personal medications. Medication that requires refrigeration must also be stored in a lockable container in the fridge. During the administration of medication, it is important to keep the medication bag secure and out of reach of individuals on the activity. When not in use, the medication bag should be stored out of reach of individuals.

On 1:1 shifts, IOE acknowledges that storage of medication is more difficult; it is therefore the staff member's responsibility to ensure that during their time with the individual requiring medication, that the medication is stored in a safe manner limiting the individuals access to it, having the medication locked away would be the preference.

PRN Medication:

Pro Re Nata (PRN) medication is medication to be administered as required. Some individuals require PRN medication for specific conditions (for example, epilepsy or asthma) whilst others require PRN medication for general conditions (for example, paracetamol for a temperature/pain).

For prescribed and non-prescribed medications, detailed written instructions must be given by the prescribing doctor and/or parent/guardian regarding the exact circumstances under

which PRN medication is to be administered. These directions must be strictly followed by all staff, on activities or on shifts.

PRN medication for specific medical conditions requires management plans; in particular, asthma, epilepsy and diabetes. Where PRN requires staff to administer injections or rectal medication staff must meet the criteria stated in the 'meeting individual medical needs policy and procedure'

For some individuals, medication that modifies behaviour is classed as a chemical restraint (Restrictive Intervention), and may be prescribed as PRN. A Behaviour Support Plan must be completed and clearly state the instructions on the exact circumstances in which to administer the medication. As this is a Restrictive Intervention, staff are required to follow specific procedures prior to, during and post administration of this type of PRN medication.