

## **Medication Policy**

Many people who come to Interchange take medication.

When giving someone medication, staff need to make sure it is done properly, as giving medication incorrectly can be dangerous.

Staff at IOE are trained in how to give medications and first aid. Staff and families work together to get all the information they need about a medication – how, when and why to give medication. Families need to sign that a medication sheet is correct before staff can give the medication.

Staff also need to make sure that they store medication properly and safely, and sign medication sheets when they give medication.

### **Scope:**

This policy is for all staff, participants, volunteers, families and visitors at IOE. This is also for all places that people may go with IOE. All staff giving medication must do "Administration of Medication" training before they can give any medication.

### **Medication:**

If medication is prescribed to change a person's behaviour, this is a 'chemical restraint' and staff need to follow 'restrictive intervention' processes. (see restrictive intervention guidelines).

All medications need to be correctly listed on the medication sheet - correct dose, time and how it is given.

People take medications in lots of different ways. IOE staff need to have extra training to give medication through gastrostomy tubes, rectally and injections.

### **Recording:**

All medication given by IOE must be on the person's Medication Sheet.

The information on the Medication Sheet must be the same as what is on the medication container, Webster Pak or Dosette Box.

Before the activity/shift, the individual/parent/guardian must sign the Medication Sheet to say the information is correct.

The Medication Sheet is also used to keep a record of when and who gave the medication and must be signed by the staff for every medication they give.

On 1:1 shifts, medication may be given from the original container. All completed Medication Sheets must be sent to the person's co-ordinator. If no Medication Sheet is available, staff need to write all details that should be on the Medication Sheet, sign it and send this to the coordinator.

**Medication Sheets must be completed in all areas of IOE and are not just for camps and day activities.**

**Storage of Medication:**

All medication needs to be stored safely.

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 medications. Medication that needs to be in the fridge must also be stored in a locked container in the fridge.

On 1:1 shifts, the staff member needs to store the medication as safely as possible – if it can be locked away, that would be best.

**PRN Medication:**

Pro Re Nata (PRN) medication is medication to be given only when the person needs it. Some people need PRN medication for medical conditions (for example, epilepsy or asthma), some people may need PRN medication for other things (for example, pain killers when they have a headache/pain).

IOE needs detailed information about when the PRN medication should be given. This information must be followed by all staff.

PRN medication for medical conditions requires management plans; (for example asthma, epilepsy and diabetes).

Medication to change a person's behaviour is called a "chemical restraint" (Restrictive Intervention), and may be PRN. A Behaviour Support Plan must be written and have the detailed instructions on when to give the medication. As this is a Restrictive Intervention, staff need to follow restrictive intervention procedures before, during and after giving this type of PRN medication. (see restrictive intervention guidelines)