

Medication Policy

Receiving Medication:

When on camps and group activities, staff must follow the below procedure when receiving medication for a person.

1. Staff must check that the medication provided by the parent/guardian is the same as what is written on the Medication Sheet;
2. Staff must make sure the parent/guardian has the chance to read the Medication Sheet, and sign the sheet to confirm that the information is correct;
3. Staff must check that there is enough medication;
4. Medication is transferred from the parent/guardian to the staff member who stores it in a locked bag;
5. Parent/guardians are required to 'sign in' the medication on the 'sign in/sign out' register.

If the medication in tablet/capsule form is presented to staff in original packaging, this cannot be accepted, and the parent/guardian must put this into a Dosette Box before giving it to the staff member. Families can borrow Dosette Boxes for camp, and are stored in the equipment container.

When on 1:1 shifts, staff must follow the above procedure for Steps 1-4. If a locked bag is not available, the staff member needs to keep it as safe as possible and talk to the family and coordinator about this.

If a parent/guardian presents medication that is not on the Medication Chart, the staff member needs to discuss this with the parent/guardian and understand what the medication is, why, how and when it is to be given, and fill it out on the medication sheet. If the staff member has any concerns, they are to call the Emergency Pager to discuss it.

Administration of Medication:

The procedure below is for all staff members giving medication, on camps/activities and on 1:1 shifts.

Staff members must:

1. Understand the basic reason for the medication;
2. Pay attention only to the medication and not get distracted;
3. Read the Medication Chart and collect any equipment that may be needed (for example, a medicine cup, syringe, cup of water);
4. Wash their hands and ensure any equipment to be used is clean; gloves must be worn when applying ointments, creams and/or lotions;
5. Ensure the medication is not contaminated or damaged;
6. Follow all instructions for the administration of the medication. These instructions should be found on the Medication Chart;
7. Know the instructions in Emergency Management Plans and Behaviour Support Plans (see 'Administration of PRN Medication', below);

8. Check any instructions about how to best give the medication (for example, crushed in jam);
9. Check the 6 R's of Administration against the individual's Medication Chart:
 - Right person;
 - Right medication;
 - Right dose;
 - Right time;
 - Right route;
 - Right day;
10. Make sure that the medication is given as close as possible to the planned time. If the medication is given for the person to swallow, the staff member must stay with the person until they are sure that the medication has been swallowed;
11. Sign for all medication given to the individual on the Medication Chart; if another staff member is available, they should watch the preparation and administration;
12. Watch the person for any reactions to medication; if any reaction occurs, report these promptly to the parent/guardian and IOE (via the Emergency Pager if out of office hours).

Administration of medication overseas:

When organising a camp overseas, coordinators must get the following information from each person's doctor:

- A letter saying that medications are ok to be given as staff see fit i.e. if the medication is usually given at 7am in Melbourne Time, then staff can administer it when it is 7am overseas or;
- A letter stating the how staff are to change the medications times for the trip.

While this is very important for any person who is on medications for seizures, behaviour or mental health, this must be done for every person for who staff will be responsible for medication.

Administration of Pro Re Nata (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).

Some people are prescribed medication to change their behaviour; this is called a chemical restraint, and is a restrictive intervention

The procedure for giving PRN medication is the same as the administration procedure (above), as well as following the Medication Sheet, any Emergency Management Plan, and a Behaviour Support Plan is required.

When starting a camp/activity or 1:1 shift, staff must make sure that there are clear directions about how and when PRN medication is required. This information can be found on the Medication Sheet; the Behaviour Support Plan and or the Emergency Management Plan.

The information should include:

1. Circumstances when a dose should be administered;
2. Safe amount of times between doses, should a second dose be needed;
3. Information about the person's condition that staff need to be aware of;

4. How to best give the PRN medication to the person;
5. Any major side effects or adverse reactions that may occur;
6. When to contact a doctor/ambulance if required;
7. What to do if the medication does not have the desired effect;
8. If approval is needed before PRN medication, and who is contacted first – parent and/or coordinator;
9. If and when to contact a coordinator or the Emergency Pager;
10. If an Incident Report is required.

If a PRN medication is a chemical restraint, approval may be required from a coordinator or parent/guardian; this will be detailed in the Behaviour Support Plan. If approval is required, this must be done before giving the restrictive PRN medication, if safe to do so
An Incident Report must be completed if a PRN medication is used to change someone's behaviour.

An Incident Report must also be completed if the medication is a chemical restraint and the person does not have a Behaviour Support Plan.

Administration of PRN medication must be reported to parent/guardians at the end of the camp/activity or shift.

Event	Definition	What to Do
Missed Dose	A prescribed amount of medication is not administered at all.	<ul style="list-style-type: none"> - Note 'missed dose' on the medication chart; - Contact the Emergency Pager on 0439 883 667 and the person's family for further instructions; - Complete an Incident Report.
Late Dose	A prescribed amount of medication is administered later than the required time; this may mean the medication has less or no effect.	<ul style="list-style-type: none"> - If administered within 60 minutes, note 'late dose' on the medication chart. - If administered over 60 minutes, call the Emergency Pager on 0439 883 667; - Contact the individual's family if needed; - Call Nurse On Call – 1300 60 60 24; - Administer the dose if directed by the Pager staff/family; discuss any further dosages in the next 24 hours to ensure the individual is not overdosed; - Note 'late dose, >60 minutes' on the medication chart; - Complete an Incident Report.
Incorrect Dose	An incorrect amount or type of medication is administered to an individual; or a medication is administered to an individual who has not been prescribed that medication.	<ul style="list-style-type: none"> - Note 'incorrect dose' on the medication chart; - Contact the Emergency Pager on 0439 883 667; - Contact Poisons Information Line – 13 11 26; - Contact the individual's family - Seek medical advice if required; - Complete an Incident Report.
	Too much medication is administered to an individual; this may include an incorrect and increased amount of medication administered, or too many doses are administered within a specific time period.	<ul style="list-style-type: none"> - Note 'overdose' on the medication chart; - Observe the individual for potential changes to breathing, presentation; - Contact Poisons Information Line – 13 11 26; - Call 000 if necessary; - Call the Emergency Pager on 0439 883 667; - Contact the individual's family; - Seek medical attention as required; - Complete an Incident Report.
Incorrect Day	Administering the correct medication at the right time, route and dosage, on the wrong day.	<ul style="list-style-type: none"> - Note 'incorrect day, correct tablets' on the medication chart; - Call the Emergency Pager on 0439 883 667 and the family; - Call Nurse on call 1300 60 60 24; - Contact the individual's family; - Seek medical advice as required; - Complete an Incident Report.
Incorrect Time	Administering the prescribed medication at the wrong time of day.	<ul style="list-style-type: none"> - Note 'incorrect time' on the medication chart; - Call Nurse on Call 1300 60 60 24; - Call the Emergency Pager on 0439 883 667 for

		<p>further directions;</p> <ul style="list-style-type: none"> - Contact the individual's family; - Seek medical advice as required; - Complete an Incident Report.
Incomplete Administration	<p>When the medication has been prepared as prescribed, however is spat out, vomited up or ejected from the body, making it impossible to determine how much medication has been ingested. This includes medication put in food (for example, weetbix) that is unfinished.</p>	<ul style="list-style-type: none"> - Note 'incomplete administration' on the medication chart; - Do not administer a second or 'booster' dose; - Contact the family or Emergency Pager if concerned about the impact of incomplete administration; - Inform the coordinator and family at the end the activity/shift; - Contact the Emergency Pager on 0439 883 667 if concerned.
Missing Medication	<p>If medication in a Webster-Pak or Dosette Box is missing.</p>	<ul style="list-style-type: none"> - Note 'missing medication' on the medication chart; - Speak with other IOE Staff, Support Worker or parents to determine if the medication has already been administered; - If not administered, check to see if there is another identical compartment and administer; - Contact the Emergency Pager on 0439 883 667; - Complete an Incident Report
Spilt/Lost Medication	<p>If medication is spilt or lost and is unable to be administered to the individual (eg, a tablet has fallen out after a Dosette Box has opened unexpectedly, or a bottle of liquid medication has leaked in transit).</p>	<ul style="list-style-type: none"> - If the medication is spilt, determine if there is enough to prepare the medication again, administer as directed; note 'spilt medication, second amount prepared and administered' on the medication chart. - If the medication is lost, determine if there is an identical dosage available, and administer as directed; note 'lost medication, second amount prepared and administered' on the medication chart; note which day's medication was used instead. - If there is not enough medication available to prepare a second dosage, note 'spilt/lost medication, no medication administered' on the medication chart; - Call the Emergency Pager on 0439 883 667 for further instructions; - Complete an Incident Report
Dosette Box / Webster-Pak Administration Error	<p>Administering the correct medication dosage from the incorrect Dosette Box or Webster-Pak compartment.</p>	<ul style="list-style-type: none"> - Note 'correct tablets, incorrect compartment' on the medication chart; - Check that the dosage administered is identical to the dosage due to be administered; - Note on the medication chart to use the skipped compartment for the following day's medication; - Inform the family upon the end of the activity/shift.

Inconsistency in Medication Chart and Medication Provided	When the medication chart is different to the medication provided, or vice versa.	<ul style="list-style-type: none">- Do not administer medication if in doubt;- Contact the Emergency Pager on 0439 883 667 or family to resolve the differences;- Inform a coordinator regarding any changes made.
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