



Interchange
Inner East

1.8 MEDICATION POLICY

Policy Statement:

Interchange Inner East is committed to the health and safety of the children and young people accessing our services and to exercising the highest standards of duty of care. To this end Interchange requires staff, families and participants to adhere to this policy for the safe administration of medication. The policy and procedure aims to ensure families provide, and keep current, comprehensive health and medication information for the support of their child and that staff support participants with the safe administration of correctly authorised medication according to established standards.

Procedure:

Procedure for families requiring support with administration of medication

Interchange Inner East requires families to adhere to the following procedures for the safe administration of medication.

1. The Recreation Coordinator or Manager of programs will provide families with a Medication Assistance Record form for completion prior to activities or camps
2. A recent photo of the participant must be attached to the Medication Assistance Record form to assist staff in their identification check prior to administering medication.
3. Families are requested to include any PRN-or 'as required' medications on the Medication Assistance forms, including the reason for the medication and the conditions under which it should be given, and to sign/authorise the addition.

4. Families signed authorisation is also required for the administration of temporary medication, such as prescribed antibiotics
5. Support Staff are directed **not** to respond to requests from families to administer medications which are not included on the Medication Authorisation Form.
6. Medication must be appropriately labelled-
 - An approved pharmaceutical pack-blister pack (e.g. Webster pack), or original packet/bottle, which is clearly labelled with the person's name, current medication dosage and frequency information.
 - Liquid Medication is in its original container, which is clearly labelled with the person's name and current dosage and frequency information. An appropriate measuring device must also be provided eg a measuring cup or dropper.
 - Medication as required or PRN medication eg Ventolin, Panadol, Valium is presented in its original container, which is clearly labelled with the person's name.
 - All creams and lotions are clearly labelled with the persons name and application instructions.

If the appropriate signed forms are not presented, or medication is not supplied in accordance with this policy, then the participant will not be permitted to be under the care of Interchange Inner East staff or volunteers as per the Service Agreement.

Procedure for staff supporting the authorised administration of medication

Staff authorised to provide support with the administration of medication will ensure medication is administered in a safe and effective manner in accordance with the following procedures-.

1. All administration of medication must be recorded on the Medication Assistance Record form to ensure that Interchange Inner East is accountable for the medication given by its staff.

2. No staff member is to administer medication to any client without instructions provided by parents.
3. All medication will be kept in a locked Medication bag in a secure place with staff at all times.
4. Staff will be provided with relevant medication training to ensure that medication is administered correctly and efficiently. Interchange Inner East staff will only be allowed to administer any rectal medication e.g. suppositories after sufficient medical training.
5. Staff will check the participants' medication, against the Medication Assistance Record form at the arrival of a participant and their parent/guardian. If there are any discrepancies staff can check with the parent/guardian on the spot or contact them before the participant goes on the activity. Staff can contact the participant's local doctor if further clarification is required.
6. Staff must understand the basic purpose for giving the medication.
7. Staff must fully attend to the administration of medication and not to any other task at the time of administration.
8. Prior to administering medication staff should check the photo on the client's Medication Assistance Record Form to confirm identification. The 'Right person' check should be confirmed by another person where possible.
9. Staff must wash their hands and ensure that the area and any equipment to be used are clean. Gloves must be worn to cover cuts, sores and other skin breaks when applying ointment, creams and lotions.
10. Staff must ensure that the medication is not contaminated or damaged when administering.
11. When medication is to be administered, staff will follow a set procedure. For all instances when there is only one staff or volunteer they will perform a double check i.e. goes through the checklist.
 - **Right Person**
 - **Right Day**
 - **Right Time**
 - **Right Dosage**
 - **Right Route**
12. If the medication is given orally, the staff member administering the medication must remain with the client until they are satisfied that the dose has been swallowed.

13. If a participant spits out or vomits up the medication, staff will not re-administer the medication. Staff will contact On-call to seek further instruction.
14. Staff are required to sign the medication forms following administration of the medication. Where possible a second staff member will witness the procedure. 'White Out' must not be used on the medication administration sheets at any time. If staff make a mistake, it should be crossed out and the correct entry made next to it with staff initials.
15. Staff must immediately report any unusual changes in the participants' physical condition and/or behaviour to On-Call. They will instruct staff on the next action eg call Poisons Information, parents etc.

PRN Medication Administration

Parents must fill in a Medication Assistance Record form prior to an activity and provide the medication in its original container.

Staff are only to administer PRN medication after consulting with On-call to enable approval and meet reporting requirements.

Staff to record administration and report to families that PRN medication has been administered during the activity.

Medication errors

A medication error is when one of the five 'Rights' has not been adhered to. For example when a medication is missed, when medication is given to the wrong participant or a participant is suspected of self-administering medication that they shouldn't have.

If a medication error occurs, then staff should follow the procedure of:

- a) Staff should inform parents
- b) contact the dispensing Pharmacy or, if unavailable, the prescribing Doctor
- c) Staff can also seek advice from the Poisons Information Line on 131126 and then follow their instructions.
- d) The staff member will contact the On-Call service to notify the outcome and follow their instructions.

- e) An Incident Report will be completed as soon as possible. The report should be forwarded to the Executive Officer by the next working day.

Refusal to take Medication

Where it is known that the participant usually rejects medication when it is first offered but agrees to take medication on subsequent attempts to administer it, staff should persist with trying to administer the medication.

However if a participant is clearly refusing medication and not displaying a usual pattern of behaviour then staff should follow the procedure below:

- a) The staff member should attempt to find out from the participant why they do not wish to take the medication, if this is possible.
- b) The staff member should explain to the participant the reasons for taking medication as well as the implications of not taking it.
- c) If the participant refuses medication, staff must not force the participant to take the medication. On-call must be notified and they will decide on any further action.
- d) The staff member responsible for administering the medication must record the participants' refusal on the medication sheet in the appropriate date/time slot and sign their initials.
- e) Staff must observe the participant for any changes in behaviour or well-being and report these to On-call, who will decide on any further action.
- f) Staff will inform parents that a medication dose has been missed.
- g) Staff must complete an Incident Report.

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