

CC13 Medication Management

Purpose

1. To ensure that participants' medication is managed safely and correctly.

Alignment with Practice Standards

1. Module 2: Provider Governance and Operational Management
2. Module 3: Provision of Supports
3. High Intensity Daily Personal Activities

Legislative Alignment

1. National Disability Insurance Scheme Act 2013
2. Work Health and Safety Act 2011 (Cth)
3. Work Health and Safety Regulations 2011 (Cth)

Key Responsible Executive

Chief Executive Officer

For More Support

Head of Multidisciplinary Care

Policy Statement

1. This policy applies to all registered nurses, enrolled nurses, team leaders and review pharmacist.

Procedures

1. The medication management system includes assessment of the participant's medication needs following intake, consultation with the participant/representatives, arranging for medication to be ordered by their doctor, supply of medication by the pharmacy, monitoring and checking supply of medication, and administration of medication by appropriately trained staff.
2. We develop a medication care and service plan based on initial assessment for the participant's medication needs which includes whether participants need medication crushed or not, level of assistance with administration needed, and other relevant considerations.

3. All staff administering medications have Medication competencies attended annually and when needed.
4. We have appropriate systems for storage of all medications including S8 drugs.
5. There are assessments of the competency of participants who wish to self-administer their medications.
6. We have in place a medication advisory committee for monitoring our regulatory compliance and other practices regarding medication management.
7. We monitor, record and ameliorate any incidents related to the supply, storage or administration of medication.
8. We have in place a system of audits that cover a number of medication management procedures including MO responsibilities, staff responsibilities and S8 drugs.
9. We conduct a regular medication management audit to ensure that our practices are compliant.

References to other SAVVY policies

1. CS3.5 Participant Record Management
2. HR4.17 Information Technology

References to other external materials

1. Personal care and clinical procedures manual

Supporting documentation

1. Participant files
2. Assessments, care and service plans, incident reports, progress notes, charts
3. Medication charts
4. Medication audits

Version Control

1. 1 April 2023 - New Policy Creation