

CS6.7 Subcutaneous Injections Management

Purpose

1. To assist SAVVY employees regarding safe and acceptable administration of subcutaneous injections in the community by Support Workers

Alignment with Practice Standards

1. Module 1: Rights and Responsibilities
2. Module 2: Provider Governance and Operational Management

Legislative Alignment

1. National Disability Insurance Scheme Act 2013

Key Responsible Executive

Chief Executive Officer

For More Support

Your People Manager

Policy Statement

1. These guidelines apply to the administration of Insulin in the community in Australia or Australian Service Users visiting overseas with their Australian Support Workers.

Definitions

1. Medication means any substance which is supplied by a pharmacist or doctor or dispensed by a pharmacist on the prescription of a doctor, or supplied directly by the doctor, and has a label attached to it. The term also includes any over the counter medication or natural therapy products.
2. Administration means the act of giving a prescribed therapeutic substance orally, by injection, by inhalation, per rectum, per vagina, topically or enterally and ensuring that the substance has entered the participant's body correctly.

3. Assistance means to give aid to Service Users in taking their medication by either reminder, prompting or by physical assistance.
4. Registered nurse means a person qualified and registered (current) by the Australian Health Practitioner Agency to deliver nursing supervision and care. Registration is published on AHPRA Register of Practitioners.
5. Subcutaneous Injection (SC) – an injection directly under the skin - It should be noted that this is considered a low risk area of injectables and is often, when possible, delivered by a Participant or family. The risk is very low as there are no significant blood vessels, muscles, ligament or organs that could be damaged in the process.
6. Supervision and oversight (of the Support Worker by a registered nurse or suitably skilled person) encompasses the broad areas of monitoring of the practice, implementation and administration of medication via subcutaneous injection by the Support Worker; training and assessment of competency of the Support Worker in relation to administration of Insulin; provision of advice and guidance to the Support Worker when needed; identification of potential risks, issues and development of management strategies in relation to administration of Insulin. Supervision and oversight can be provided face to face, by video link, and by phone – and as a combination of these.

Delegations

Roles	Responsibilities
Board of Directors	<ul style="list-style-type: none"> ● Endorse and ensure compliance with the CS 6.7 Subcutaneous Injection Management Policy and Procedure ● Be familiar with the organisation’s legislative requirements relating to the policy
CEO	<ul style="list-style-type: none"> ● Manage and monitor compliance with this policy ● Support staff competence and compliance with this policy and procedure
Management	<ul style="list-style-type: none"> ● Manage and monitor compliance with this policy ● Support staff competence and compliance with this policy and procedure
Staff, volunteers, contractors and students	<ul style="list-style-type: none"> ● Comply with the CS 6.7 Subcutaneous Injection Management ● Act in accordance with legislation and organisation’s systems relating to the policy

Procedures

1. The participant has been involved in the assessment and development of the Plan for their medication with a skilled registered nurse.
2. SAVVY has documented written or phone orders by the doctor prescribing the medication that trained Support Workers may administer by subcutaneous injection - see attached Doctor's orders form.
3. That the treating doctor has been given this guideline on administration of medication by subcutaneous injection by Support Workers in the community.
4. SAVVY has appropriate policies and procedures including a training program relating to the support provided to a participant receiving subcutaneous injections and related medication.
5. There is a written procedure for administration of medication by subcutaneous injection by a Support Worker to the participant.
6. The procedure and Doctors approval is attached to medication order and retained in the home of the participant with a copy retained by SAVVY.
7. The skilled registered nurse has developed an Action Plan to address any incident or emergency in relation to their subcutaneous injection or medication error.
8. The Action Plan identifies escalation and management of any incident or emergency.
9. All Support Workers have completed competency-based training by a registered nurse or doctor - relating specifically to the participant injection and medication needs, managing a related incident and understanding the basic knowledge relating to the medication being delivered
10. The approval to implement individual services in accordance with this Guideline remains at the discretion of the treating doctor. See attached template: Doctors Order for medication to be Administered via subcutaneous injection by Support Workers.

References to other SAVVY policies and external sources

1. CS6.1 High Intensity Care
2. ACIA Guideline 011 - Subcutaneous Injections in the Community by Support Workers
3. Guiding Principles for Medication Management in Community 2006 (Australian Pharmaceutical Advisory Council)
4. Guiding principles for medication management in residential aged care facilities – October 2012, Department of Health and Ageing, Australian Government
5. Medication Support and Administration Policy – WA HACC Program and Office of the Chief Nursing Officer, Department of Health WA

Summary of attachments

1. CS6.7a Doctor's Order for Insulin to be Administered



Version Control

1. 1 April 2023 - New Policy Creation