

# HCS MEDICATION ADMINISTRATION

## 1. PRESCRIPTION AND SUPPLY:

- Medication Label: must be described and handled according to doctor's prescription.
- Medication Packaging: must be in a Webster pack or Blister pack.
- Medication chart: must be completed and signed by the GP/Specialist.
- Storage of Medication: must be stored in secure lockable storage.
- Medication disposal: Superseded/unused medication must be disposed of safely.

## 2. MEDICATION REVIEW:

Routine medications must be reviewed by the medication practitioner monthly or at any time when there is a change in the client's health status.

## 3. MEDICATION ADMINISTRATION:

- Consent: must obtain consent from the client or public guardian
- PRN: can only be provided and prescribed by a doctor.

## 4. REFUSAL/MEDICATION ERRORS:

- Observe the client for any changes to their condition and /or behaviour.
- IF the client suffers acute symptoms or may be at risk, CALL Ambulance or contact GP as soon as possible.
- IF the GP/Specialist are not available, CALL the **Medicines Line** (Between 9am to 5pm) **Monday to Friday on 1300 633 424 OR Poison Hotline 13 11 26 / Emergency Line (000)**.

## 5. MEDICATION INCIDENT:

- Record all medication incidents on an Incident Form after the incident.
- Staff must monitor patterns of medication incidents and errors. This includes reporting errors to the GP, ensuring the advice of the medical practitioner is followed in addressing and documenting any errors.

## 6. CLIENTS WHO SELF-MEDICATE:

- Staff must check if participant has already been assessed against the risks of self-administering medications.
- regularly monitor clients who self-medicate.
- Staff must prompt the clients to ensure that they have taken their medication at the prescribed time.
- Staff to encourage clients who self-medicate to keep records of their medication.

**ALWAYS REMEMBER: When administering medication to a client, staff must always check the six 'Rights'**

<b>1</b>	<b>Right person</b>	Check photographic identification on the medication packs or the participant file to ensure the medication is for the right person.
<b>2</b>	<b>Right medication</b>	Check the name of the medication on the blister pack or medication packaging against the name on the medication chart for the person.
<b>3</b>	<b>Right dosage</b>	For blister packs check that the right number of tablets or pills is contained in the blister. For other medication ensure the dose is clearly documented on the pharmacist's label attached to the medication.
<b>4</b>	<b>Right time</b>	Ensure medication is being taken at the prescribed time. Some medications will have further instructions that must be followed such as, to be taken with food, 30 minutes before food or after other medications.
<b>5</b>	<b>Right route</b>	Ensure medication is taken, applied or inserted using the prescribed route. This may include oral, topical (external), by inhalation or per rectum.
<b>6</b>	<b>Right record keeping</b>	All medication must be recorded and the appropriate medication chart signed by the person administering the medication.