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1.11 Child Care Services Taree & Districts Inc.

Medication Management Policy

Child Care Services Taree & Districts Inc. acknowledges that medications play an important role in helping individuals to maintain health, prevent illness and treat disease. However, inappropriate or incorrect use of medications can cause harm. Medication management practices place participants at the centre of planning and delivery and maximise, as much as possible, the capacity to take control of their lives. Medication management practices are informed by individualised support plans.

The Purpose of the Policy:

Our goal is to provide a safe and healthy work environment that is free from workplace injury and illness. To ensure all work activities are done safely. The need for medication may be initiated by the individual, family member, carer, or a health professional. Medication will be prescribed or required in order to prevent, diagnose, cure, control or alleviate a medical condition or otherwise enhance the physical or mental well-being of an individual. Decision making relating to the management and administration of medication takes place within a continuum of involvement by the individual. At one end individuals will completely manage and administer all their own medication. At the other end of the continuum the individual will play only a minimal role in the management and administration of their medication. There are many points of variation between these two points and the arrangement reached may be highly individualised.

Responsibilities

Storage of Medication

All medications, including self-administered medications, must be safely and securely stored in a manner that maintains the quality of the medication and safeguards individuals and others who live, work or may be visiting the home.

Medications must be;

- Stored and transported according to the manufacturer's recommendations eg. refrigeration
- In accordance with legislative requirements
- In their original container or a packaging with the participants name, dosage and date clearly visible
- In a secure location or room
- Separately to antiseptics, disinfectants and other chemicals.
- All medications no longer required are to be stored securely and returned to pharmacy

Child Care Services Taree & Districts Inc. promote duty of care principles which require workers to maintain a level of competency when reminding, supervising or administering medication.

Medications will only be administered by support workers with the appropriate education and assessed skill level required.

Management will:

- Ensure that participant's medical details are recorded and accessible to the appropriate people only.
- Provide information, instruction and training to enable all workers to work safely with medications and provide fact sheets on all effects and side effects of participants medications.
- Supervise workers to ensure work activities are performed safely

- Consult with and involve workers on matters relating to health, safety and wellbeing
- Provide appropriate safety equipment and personal protective equipment
- Inform workers on any changes or updates to participant details and support all workers as required.
- Followup the Hazard/Incident Report Form by completing a Treatment Plan

Workers will:

- Take reasonable care for their own health and safety
- Follow safe work procedures, instructions and rules in accordance with current legislation.
- Participate in training and update skills as required
- Report health and safety hazards
- Use safety equipment and personal protective equipment as instructed.
- Keep accurate and up to date details and records of participant's medical information.
- Be pro-active in providing client centred support.
- Report any Medication Incidents in the Hazard/Incident Report Form

Child Care Services Taree & Districts Inc. upon intake will provide participants with medical information forms to complete which will then be filed and used for the health management of that participant only. Privacy and respect is a priority in providing individualised support.

Relevant Legislation and Standards

- NDIS Practice Standards
- NDIS Code of Conduct
- NSW Disability Service Standards (NSW DSS)
- NDIS Terms of Business
- Health Records and Information Privacy Code of Practice 2005 (NSW)
- Freedom of Information Act 1982
- Privacy and Personal Information Act 1988 (NSW)
- The Disability Inclusion Act 2014 (NSW) and Disability Inclusion Regulation 2014 (NSW)
- The National Strategy for Quality Use of Medicines
- Poisons Act (1971)
- Poisons Regulations (2008)
- Disability Services Act (2011)
- Disability Services Regulations (2015)
- Personal Information Protection Act (2004)
- National Standards for Disability Services

Term or acronym	Meaning
a.m.	Morning (between midnight and 12 midday)
b.d.	Two times a day
B/N	Batch number
DoB	Date of birth
Exp	Expiry date
Expiry date	After this date the medication can't be used
i	One (1) dose/tablet
ii	Two (2) doses/tablets
mane	To be taken in the morning
MAR	Medication Administration Record
nocte	To be taken at night
p.m.	afternoon and evening (between 12 midday and midnight)
PRN	Pro re nata - As needed
q.d.s	Four (4) times a day
q.i.d.	Four (4) times a day
S2 – S8	Schedule 2 – Schedule 8 National classification system for medicines and poisons
S4	Schedule 4 medication, prescription valid for 12 months
S8	Schedule 8 medication, prescription valid for 6 months
SDAA	Secure Dose Administration Aid, for example, blister packs, sachets –Webster-paks, MedicoPaks, DoseAids
Stat	Immediately/once only
t.d.s.	Three (3) times a day
t.i.d.	Three (3) times a day
Transdermal	Medication that is applied to the skin