

## Purpose

This policy outlines best practice principles on effective medication administration and management within Life Without Barriers services. This policy will ensure practice aligns with legal and regulatory requirements relevant to the management of medications, as well as implementing medication strategies proven to minimise medication related risk of harm to the people we support.

## Summary

To provide guidance to Life Without Barrier (LWB) staff and Carers on safe client centred medication practices when supporting client in the management and administration of medication.

LWB acknowledges that each person seeking (or requiring) medication support has the right to be actively supported to manage their own medications independently and to provide or withhold consent to its use (subject to the age and capacity of the individual).

LWB medication management processes are underpinned by a range of practice standards that are met across the diversity of services provided.

## Who should read this document?

The policy including accompanying procedures and documentation applies to all LWB staff, and carers in relation to their responsibilities when working with clients and meets the relevant legislation, regulations and Standards.

**Staff** refers to all LWB Employees, Volunteers and Contractors engaged with LWB and working directly with clients

**Carers** refers to Foster and Kinship Care and includes CYF Residential Services.

## National Medication Administration Policy Guideline

### Person Centred approach:

- Clients are supported to be involved in their medication administration and increase their choice and control regarding their personal health and wellbeing over their medication management
- Clients will voice their views and opinions; and will be heard.
- Clients will be supported to independently manage their medication as much as is practicable
- Clients are supported to learn about safe medication management and administration, possible risks and benefits or prescribed medications are explained to the client in a way that meets their communication needs
- Staff supporting clients will have the skills, knowledge and tools to provide person centred care

- LWB will advocate for clients to be supported under these principles (for example, ensuring regular review of medication or questioning forced contraception).

**Respect:**

- Clients will be respected for their individuality and consideration given to culture or religion as they relate to the client's health and wellbeing
- Clients' human and legal rights will be respected, including right to privacy
- Clients are supported to access mainstream health services of their choice, as well as specific specialist health services where they are needed
- Health information will be communicated in a way the client understands.

**Safety:**

- Clients will have trust in LWB staff and carers to provide the right medication at the right time in the right way
- Staff and carers supporting clients will be confident and capable in administering medication and reporting any issues as they arise
- Staff and carers understand the purpose, effects and side-effects of the medication and the steps to take in the event of an incident involving medication, including refusal to take medication
- Staff and systems will ensure risks are assessed and managed appropriately.

**User-friendly process:**

- Staff and carers will have a clear understanding of their roles and responsibilities in medication management.

Medication management processes will include consent requirements, be easy to understand, be a streamlined one-stop shop for documentation for staff, clients, families and carers.

**Transparency:**

- Our systems will enable us to provide accurate and meaningful reports
- Clients (children in care including guardian, Care Team, Care Staff) will have access to documented medication history
- Staff will feel safe and comfortable in their understanding of when, how and why they need to report any issues related to medication to ensure transparency
- Clients will be made aware of their rights to access external advocates, complaints, compliment mechanisms should they not be happy with their medication management.

The following General Principles are applied to Medication Administration in LWB:

- Consideration should be given to the use of complementary therapies consistent with choices available to everyone in our society.

- Staff members/carers who are required to perform complex medication administration (known as HIDPA) in their role will receive appropriate training and a skills assessment by a suitably qualified health professional prior to performing these procedures. This will be reviewed annually.

## General Resources



LWB myLearning System – Medication Administration Training Modules

URL: <https://lwblearning.pageuppeople.com/learning/260>

Medicines Line: **1300 633 424** or [www.medicinesline.com.au](http://www.medicinesline.com.au)

Poisons Information Centre: **131 126**

Each State and Territory has its own laws that determine where clients can buy a particular medicine or poison, and how it is to be packaged and labelled. In most instances these are undertaken in accordance with the Poisons Standards (also known as the Standard for the Uniform Scheduling of Medicines and Poisons or (SUSMP).

## Audit / Evaluation

This Policy statement and related procedures and documentation will be regularly reviewed as part of a continuous quality improvement approach and in response to any new Legislation and/or regulatory requirements.