

Medication Policy

1. Purpose

This policy outlines the principles involved in the management and administration of medication for the people that Avivo support.

2. Introduction

Avivo provides support to people who take medication for their health and well-being.

3. Scope

The policy applies to all employees engaged in Avivo's work whether that is in a paid or voluntary capacity who are involved in the management and administration of medication for the people that Avivo support.

4. Policy

Avivo's medication policy is underpinned by the following principles:

- We support people to live at home with dignity.
- We work closely with individuals, families and carers, involving them in the assessment, planning and provision of support and care.
- We are committed to working with people to have control of their lives and the supports and services they use.
- We work with people to maximise their health and well-being and develop and maintain their independence.
- People take responsibility for their own health care and seek the advice and guidance of General Practitioners, Specialists and Health Professionals. These professionals prescribe the treatment and medication required.
- Avivo supports people to make choices and decisions for themselves, however, where Avivo believes that the person is at risk to themselves, we have a duty of care to take the necessary steps to protect them from harm. In circumstances where the person is not able to make decisions for themselves we will work with the person who is closest to them or their legally responsible representative.

5. Responsibilities

The following responsibilities of staff include:

- Service Coordinators are responsible for establishing each customer's support needs in relation to the administration and management of medication and ensuring support workers are trained and competent in assisting someone with their medication.

- Where requested Nurse Consultants are responsible for assessing customers with complex medication issues, providing the necessary training and ensuring staff are competent to assist people to manage and take their medication.
- Services Coordinators are responsible for ensuring staff receive and participate in relevant training and attend an annual review of medication administration and management. Where Specialised Skills training is required an observation of staff practice will be conducted annually by an appropriately trained Supervisor or Nurse.
- Support workers are responsible for providing medication support and/or administration of medication that is within their knowledge, competence and skills. Any provision of medication administration must be within the support staffs day to day practice and must comply with the training and information they receive.

6. References

The relevant legislation in Western Australia includes:

- Medication Management Guidelines for Nurses and Midwives: Nurses and Midwives Board of Western Australia
- Operational Directive OD 0215/09 Storage and Recording of Restricted Schedule 4 Medicines Government of Western Australia Department of Health
- Medicines and Poisons Act 2014
- Medicines and Poisons Regulations 2016

7. Related Documents

This policy has been developed in line with the Policy Framework and Guidelines endorsed by the WA HACC Program and the Office of the Chief Nurse (Department of Health). Other sources of information relating to this policy are:

OP-PRO-46 Management of Medication Incident Procedure

Specialised Care Skills List

8. Definitions

Definitions relating to this policy are:

- **Medication** which includes medicines prescribed for the person by a doctor or health professional and medicines purchased over the counter. A detailed list of medications is contained with the Medication Work Instruction.
- **Medication Support** which is prompting or assisting the person with self-medication. It involves reminding or prompting the person to take medication, assisting with opening medication containers and other assistance not involving medication administration.
- **Medication Administration** which is the act of giving the medication to the person and involves the storing of medicines, opening of the container or blister pack, removing the prescribed dosage, giving the medication as per instructions and signing a medication chart.