



Medication Management Policy

Introduction

At Launnie Care Services, we are committed to providing person-centered care that respects the unique needs, preferences, and values of each participant. Our approach focuses on empowering individuals to make informed decisions about their care and support, while promoting dignity, autonomy, and independence. This policy outlines our dedication to person-centered care and the principles that guide our interactions with participants.

Purpose

This policy is designed to providing safe and effective medication support to NDIS participants. This policy outlines procedures for the safe and responsible administration, storage, and monitoring of medications, ensuring participant safety and well-being while respecting their rights and choices.

Scope

This policy applies to all employees, contractors, volunteers, and affiliates of Launnie Care Services involved in the provision of care and support to participants. It encompasses all aspects of care delivery, including but not limited to personal care, medical assistance, social activities, and emotional support.

Key Principles

This policy aligns with the NDIS Practice Standards, which emphasise participant rights, including:

1. **Choice and Control:** Participants have the right to make informed choices about their supports and the way they are provided, including medication management.
2. **Individuality:** Participants have the right to have their individual needs, preferences, and circumstances respected.
3. **Safety:** Participants have the right to be safe from harm, including medication errors and adverse reactions.
4. **Respect and Dignity:** Participants have the right to be treated with respect and dignity throughout all aspects of their support, including medication management.



Responsibilities

All Staff and Employees

- Adhere strictly to this policy and all relevant legislation.
- Receive and maintain current training in safe medication administration and handling.
- Obtain verbal consent from participants before administering any medication.
- Accurately document all medication administration in accordance with organisational procedures.
- Monitor participants for any adverse reactions to medication or for missed medication and report any concerns immediately to a supervisor, Poisons Hotline, Ambulance/Hospital.
- Follow the "Five Rights of Medication Administration":
 - **Right** participant
 - **Right** medication
 - **Right** dose
 - **Right** time
 - **Right** route
- Maintain confidentiality regarding participant medication information.

Management and Supervisors

- Ensure staff have the necessary training and resources to safely administer medications.
- Develop and implement robust medication management procedures.
- Regularly review and update medication management policies and procedures.
- Conduct regular audits of medication practices to ensure compliance.
- Investigate and address any medication errors or incidents promptly and effectively.
- Ensure adequate resources are available for safe medication storage and administration.



Implementation

1. **Medication Management Plan:** Develop and implement individualised medication management plans for each participant. These are revised when GP changes or revises medications.
2. **Staff Training:** Provide ongoing training for all staff on safe medication administration and handling.
3. **Medication Audits:** Conduct regular audits of medication storage, administration, and documentation.
4. **Communication:** Maintain open communication with participants, families, and healthcare professionals regarding medication management.

Compliance and Accountability

LCS will ensure compliance with all relevant legislation, including the NDIS Act, the NDIS Code of Conduct, and all applicable state and territory laws. Any medication errors and missed medication incidents will be reported promptly and effectively. LCS team will strive to use data from medication audits and incident reports to identify areas for improvement and implement corrective actions.

Conclusion

At Launnie Care Services, person-centered care is at the heart of everything we do. We are committed to empowering participants, honoring their choices, and promoting their well-being through individualized care and support. By embracing the principles outlined in this policy, we uphold our commitment to excellence and ensure that each participant receives the compassionate and personalized care they deserve.

For any questions or further clarification on this Medication Management Policy, please contact your supervisor or the Quality Assurance Manager.

Acknowledgement

I, _____, have read, understood, and agree to abide by the Medication Policy.

Signature: _____

Date: _____



APPENDIX – I

LCS team will follow these strategies based on NDIS Guidelines for each type of medication:

1. S8 or S4D Medications (Restricted Medications):

- **Strictest security measures:** Secure storage in locked, designated medication cabinets.
- **Double-checks:** Require two staff members to witness and document the administration of these medications.
- **Regular audits:** Conduct frequent audits of medication stocks and administration records.
- **Collaboration:** Closely collaborate with pharmacists and medical professionals for guidance and support.

2. Other Doctor-Prescribed Medications:

- **Secure storage:** Store in locked medication cabinets or securely locked drawers.
- **Regular checks:** Conduct daily checks of medication stocks and expiry dates.
- **Clear labeling:** Ensure all medications are clearly labeled with the participant's name, medication name, dosage, and administration instructions.

3. Over-the-Counter Medications:

- **Separate storage:** Store separately from prescription medications.
- **Participant involvement:** Encourage participant involvement in managing their own over-the-counter medications whenever possible.
- **Clear guidelines:** Establish clear guidelines for the use of over-the-counter medications, including permitted medications and dosage limits.

4. PRN Medications:

- **Clear guidelines:** Develop clear guidelines for the administration of PRN medications, including indications for use and dosage limits.
- **Participant involvement:** Encourage participants to self-administer PRN medications whenever possible, with appropriate supervision.



- **Documentation:** Document the administration of all PRN medications, including the reason for administration and the participant's response.

5. Supplements (Vitamins and Non-Prescribed Medications):

- **Separate storage:** Store separately from prescription and over-the-counter medications.
- **Participant consent:** Obtain participant consent before administering any supplements.
- **Consider potential interactions:** Be aware of potential interactions between supplements and other medications.

6. Herbal/Home Preparations

- **Caution:** Exercise caution with herbal/home preparations as their safety and efficacy may not be fully established.
- **Participant choice:** Respect participant choices regarding the use of herbal/home preparations, while providing information and support to make informed decisions.
- **Documentation:** Document the use of any herbal/home preparations in participant records.

7. Missed Medications

- **Immediate action:** If a medication dose is missed, refer to the participant's medication plan or consult with a pharmacist or medical professional for guidance.
- **Contact Poison Control Hotline:** If there are any concerns about a missed dose or potential overdose, contact the Poison Control Hotline immediately for advice.

8. Safeguards in Group Situations

- **Five Rules of Medication Administration:**
 - **Right** participant
 - **Right** medication
 - **Right** dose
 - **Right** time
 - **Right** route
- **Webster Packs:** Utilize Webster packs whenever possible to minimize the risk of medication errors in group settings.



- **Dedicated Medication Rounds:** Allocate specific time slots for medication administration to minimize distractions.
- **Supervision:** Ensure adequate supervision during medication administration in group settings.
- **Regular Reviews:** Conduct regular reviews of medication administration procedures in group settings to identify and address any potential risks.



APPENDIX – II

LCS currently follows this system of documenting Medication

- Intake of Client -> Support Plan is Created ->Medication details are shared online->Care Team checks the Medication Board and dispenses as needed->Care Team records any misses, mishaps, consumed doses on Cloud Platform
- Webster packs are picked up weekly from Pharmacy->stored in Medicine safe for required participants->code of Medicine safe changed regularly to avoid misuse
- Medication changes are recorded and updated on Medication Board after GP/Allied Health visit->Care Team are informed