

Disability Resource Hub Disclaimer

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Medication Procedures Other resources

Summary: The Medication Procedures Other resources contain additional information and links relating to supporting a person with their medication safely.



Other resources

Medication

1. Aboriginal resources
2. Policies
3. Contacts
4. Related legislation
5. Link to ELMO e-learning module
6. Abbreviations used by doctors on prescriptions
7. Roles and Responsibilities: Accommodation Support Options
8. Roles and Responsibilities: Assisted Boarding Houses or Additional Health Care Needs houses

1 Aboriginal resources

Aboriginal Indigenous Health InfoNet

<http://www.healthinfonet.ecu.edu.au/key-resources/organisations>

Conflict resolution

[http://www.cjc.nsw.gov.au/agdbasev7wr/cjc/documents/pdf/cjc_pamphlet - blewin - jan 2012.pdf](http://www.cjc.nsw.gov.au/agdbasev7wr/cjc/documents/pdf/cjc_pamphlet_-_blewin_-_jan_2012.pdf) Guidelines

Aboriginal Home Care

http://www.adhc.nsw.gov.au/individuals/help_at_home/aboriginal_home_care

Aboriginal staff and positions

Refer to District Disability Directors for information on the location of Aboriginal staff and positions available in your District. You can also search the ADHC intranet by typing in Aboriginal and seeing what positions and roles are available within ADHC Aboriginal Service Delivery and Development Directorate (ASDD)

2 Policies

Health and Wellbeing Policy, ADHC

Medication Procedures, ADHC

Incident Reporting and Management Policy and Guidelines 2014, ADHC

Shift Handover Policy and Procedures, 2015, ADHC

3 Contacts

The Medicines Line provides independent information on prescription, over-the-counter and complementary (herbal or natural) medicines and may be contacted on **1300 633 424** or **www.medicinesline.com.au** between 9am and 5pm from Monday to Friday.

The Poisons Information Centre may be contacted on **131126** seven days a week and 24 hours a day.

4 Related legislation and policies

Disability Inclusion Act 2014 (NSW)

NSW Disability Standards in Action, 2012

United Nations Convention of the Rights of Persons with Disability, 2006

NSW Poisons and Therapeutic Goods Act 1966 & Regulation 2002

Medication Handling in NSW Public Hospital Facilities PD2013_043, NSW Ministry of Health, 2013

Guardianship Act 1987 (NSW)

5 Link to ELMO e-learning module for Medication Procedures

Good to Great Live Portal

URL: <http://www.elearn.com.au/adhc/goodtogreat>

Username: adhc

Password: goodtogreat

Abbreviations used by doctors on prescriptions

Abbreviation	Meaning
mane	Take in the morning
nocte	Take at night
bd	Take twice a day
tds	Take 3 times a day
qid	Take 4 times a day
6/24	To be taken 6 hourly
4/24	To be taken 4 hourly
8/24	To be taken 8 hourly
prn	Take when necessary
PR	Per rectum
PV	Per vagina
im or imi	Intramuscular
sc	Subcutaneous
mcg	Microgram
mg or mgm	Milligram
g or gm	Gram
ml	Millilitre

All instructions should be written or printed clearly to prevent the likelihood of any errors.

Intervals for medication administration will be determined by the medical practitioner to comply with the manufacturer's recommendation, and to suit the needs of individual people.

Roles and Responsibilities: Accommodation Support Options¹

Role	Responsibility
Person	<ul style="list-style-type: none"> Wherever possible, a person is responsible for administering his or her own medication.
Family/Carer	<ul style="list-style-type: none"> Provide information about a person's medication regime, particularly for people entering centre-based respite. May accompany a person to medical appointments.
Person responsible	<ul style="list-style-type: none"> Gives or withholds consent for medical or dental treatment where appropriate.
Doctor	<ul style="list-style-type: none"> Confirms that a person has the capacity to give or withhold consent for treatment. Obtains consent from the person responsible when a person is not capable of giving consent. Following a health care assessment prescribes medications to manage a person's health needs.
Pharmacist	<ul style="list-style-type: none"> Dispenses medications as prescribed by the medical practitioner.
Case manager	<ul style="list-style-type: none"> Support the family to obtain relevant health care documents including signed Medication Management Plans and medication charts from the person's GP prior to the person entering respite. Involved in the individual planning process prior to a person accessing supported accommodation.
Disability support worker	<ul style="list-style-type: none"> Maintains records of medications and, within the scope of her or his position, manages all aspects of medication supply, review, administration, safety and monitoring. Communicates medication changes to other Disability Support Workers by noting changes in the person's file and recording them on the <i>Shift Changeover Checklist – Urgent Matter Alert</i>.
Line manager	<ul style="list-style-type: none"> Supports disability support workers in their roles and responsibilities. Engages in assessment of a person's capacity to manage his or her own medication.

¹ Accommodation Support Options are provided in community based dwellings in which a person with disability lives independently, or with the family or carer, or other people with disability, and includes group homes, and family or private homes.

Role	Responsibility
	<ul style="list-style-type: none"> • Within the scope of the position, provides support and advice to disability support workers in relation to medication issues. • Ensures that procedures are developed and implemented for managing medications safely and within required legislative guidelines. • Reports systemic medication issues requiring further action to senior management.
Senior manager	<ul style="list-style-type: none"> • Supports the line managers in their roles and responsibilities. • Informs the District Director of systemic issues.
Behaviour intervention clinician	<ul style="list-style-type: none"> • Coordinates the development of behaviour support and intervention plans for people who have PRN medication prescribed for behaviour management. • Coordinates the review of PRN medication usage for behaviour management. • May prepare for and attend medical appointments with the Disability Support Worker in relation to psychotropic medication.
Central Office Executive Director	<ul style="list-style-type: none"> • Implements appropriate action to address systemic medication issues.

Roles and Responsibilities: Assisted Boarding Houses¹ or Additional Health Care Needs (AHCN) houses

Role	Responsibility
Person	<ul style="list-style-type: none"> Wherever possible, a person is responsible for administering his or her own medication.
Family / carer	<ul style="list-style-type: none"> Provide information about a person's medication regime, particularly for people entering centre-based respite. May accompany a person to medical appointments.
Person responsible	<ul style="list-style-type: none"> Gives or withholds consent for medical or dental treatment where appropriate.
Doctor	<ul style="list-style-type: none"> Confirms that a person has the capacity to give or withhold consent for treatment. Obtains consent from the person responsible when a person is not capable of giving consent. Following a health care assessment prescribes medications to manage a person's health needs.
Pharmacist	<ul style="list-style-type: none"> Dispenses medications as prescribed by the medical practitioner.
Endorsed Enrolled Nurse	<ul style="list-style-type: none"> Maintains records of medications and, within the scope of the position, manages all aspects of medication supply, review, administration, safety and monitoring. Reports to the Registered Nurse in charge of the shift if any medication related issues arise. Documents medication related issues within the scope of the position.
Registered nurse	<ul style="list-style-type: none"> Supports people during medical appointments as needed. Communicates medication changes to other staff by noting them in the person's file, daily report and shift changeover checklist. Supports endorsed enrolled nurses in their roles and responsibilities. Provides advice and support to endorsed enrolled nurses about medication related matters within the scope of the position. Reports systemic medication related issues requiring

¹ Boarding House Act 2012, Assisted Boarding Houses previously known as Licensed Residential Centres

Role	Responsibility
	<p>further action to the Residential Unit Nurse Manager.</p> <ul style="list-style-type: none"> Manages medications in accordance with the registration requirements of the Nursing and Midwifery Board of Australia.
Residential Unit Nurse Manager (RUNM)	<ul style="list-style-type: none"> Supports registered nurses in their roles and responsibilities. Ensures that procedures are developed and implemented for managing medications safely and within required legislative guidelines. Reports systemic medication issues requiring further action to senior management.
Nurse Accommodation and Nursing Services Manager	<ul style="list-style-type: none"> Supports RUNMs in their roles and responsibilities. Informs the Executive Director Large Residences or the District Director of systemic issues.
Behaviour intervention clinician	<ul style="list-style-type: none"> Coordinate the development of behaviour support and intervention plans for people who have PRN medication prescribed for behaviour management. Coordinate the review of PRN medication usage for behaviour management. May prepare for and attend medical appointments with the Disability Support Worker in relation to psychotropic medication.
Central Office Executive Director	<ul style="list-style-type: none"> Implements appropriate action to address systematic medication issues.