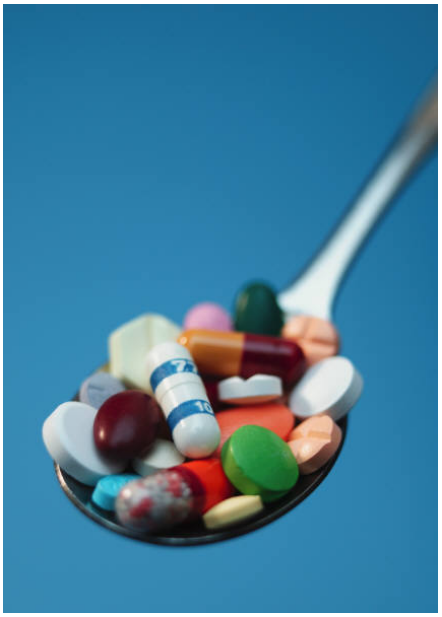
Safe medication administration for people in respite homes, in-home respite and recreation services



What do you need to provide?

A guide for families

Medication Management for Respite Services and In Home Respite Service Recipients

This booklet is to assist you in understanding Identitywa's medication management system in relation to your family member accessing our respite, in-home respite and recreation services.

Organisations such as ours are required, under legislation, to have policy and procedural documentation regarding medication administration, and processes in place to support these requirements.

In order to provide a medication administration process that is safe for both people in our care and carers, we have a standardised process.

Our staff are trained to give medications using a blister pack system (usually a Webster pack), with clear orders and a Signing Sheet generated by the pharmacy to enable them to record what they have given.

- They use the 'rights' of medication administration – ensuring the right medication is given to the right person at the right time, by the right dose and route. This is a safeguard for all parties.

They are, however, not trained to make decisions about how much and when to give medications.

What is medication?

Medication includes

- medicines prescribed for the service recipient by a doctor or health professional
- and medicines purchased over the counter which you may want to give

Medication can come in the form of capsules, drops, inhalers, liquid, lotions, tablets, wafers, suppositories, oxygen and nebulizers.

Medication administration:

Identitywa staff can provide support to persons who are able to self-medicate, and can deliver medications as prescribed by a doctor.

They are able to administer over the counter medications as long as they have it noted on the Signing Sheet by the pharmacist.

They will **not** be able to give any medication which does not have a pharmacy label, or is not appropriately packed with a corresponding Signing Sheet generated and provided by the pharmacy. Handwritten labels are not acceptable.

Packaging of medication

Tablets / capsules:

Your pharmacy may supply a blister pack (often known as a Webster Pack, though other brands may be used) with an accompanying Signing Sheet.
The contents of each blister are detailed on the back of the blister

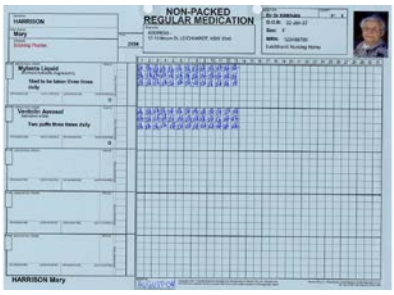
Liquid medication:

Medication bottles must have a **pharmacy label** with

- Person's Name
- Medication name, strength and dose to be given
- Frequency of administration

This information should match information on the Signing Sheet generated by the pharmacy.

Non-packaged medication:



Regular treatments ordered by a doctor, dentist or health professional (such as a scalp treatment, oral hygiene etc) which may occur weekly or in a regular pattern will be documented and signed for on this chart.These should remain in their original containers / packaging and be labelled with a **pharmacy label.** Handwritten labels are not acceptable.

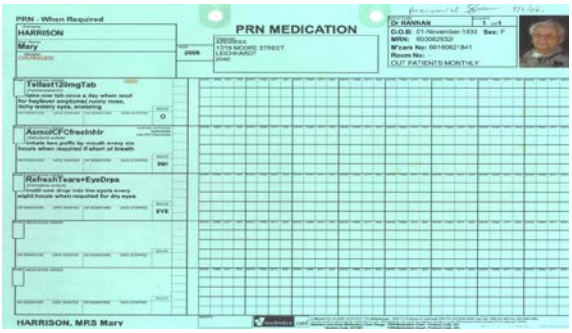
Signing Sheets

Signing Sheets are required for blister packed medication, non-packaged medications - for example, creams, lotions or inhalers; and PRN Medication.

Information on the Signing Sheets should include:

- Person's name, date of birth and address
- Allergies are noted or an entry made to indicate no known allergies
- Photograph of person (for respite houses)
- For each medication – name of the medication, dose and frequency and route of giving (oral, rectal, patch, PEG)

PRN medication:



PRN Medication is that which is used 'as needed' in response to a certain symptom/s. This may be prescribed medication or over-the-counter medication. For example, paracetamol that is given for pain or fever falls into this category. Also medication prescribed for the control of seizures or behaviour issues that is supported by a specific protocol or Health Care Plan.

Expiry dates on medication:

Medications have expiry dates so you know when to use them by. After the expiry date medications may:

- not be safe
- lose some or all of their effectiveness (ability to work)

Medications should not be taken after their expiry date. If you've had a medication for a while, check the expiry date before using it. Medication should also be stored according to instructions on the packaging.
Before seeking respite, please check that medications are still within the non-expired period. Carers will **NOT** be able to give medication which has expired.

Medication administration:

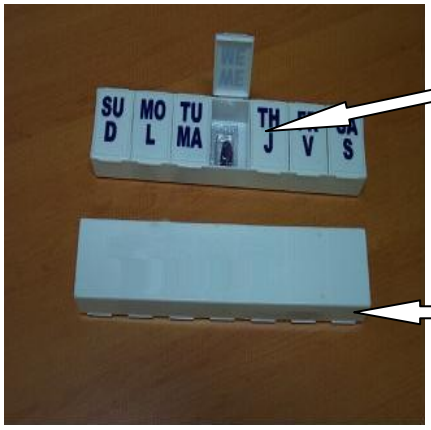
Our staff will discuss with you the best method of giving medications to the service recipient. It may be that s/he has difficulty swallowing and that you give them medications crushed in yogurt, or that they are given via PEG feeding tube at certain times. We are happy to continue your methods wherever possible.

Please feel free to discuss this further with the Coordinator. We hope that this has been of some assistance.

Recreation Services:

To ensure that medications are given safely and as prescribed during outings, the following is required.

- An individual blister provided from a 'Webster Pack'
- A standardized dossette, engraved with the person's name and date of birth (DOB).
- Asthma inhalers, epipens etc should be clearly labelled with the person's name and DOB, in packaging with a pharmacy label is preferred
- Cool packs should be supplied for any medication sensitive to temperature.
- A signing sheet is to be copied and should accompany medication – so that the support workers can document what and when medication is given.
- Individual action plans and protocols should be supplied for the management of: Asthma, Diabetes, Epilepsy, Allergy etc.



The blister containing the dose intact is placed inside the dossette.

The name and date of birth of the person is engraved on the back of the box.