



MEDICATION MANAGEMENT POLICY

ID No: FBCNW-10-509

Version: 5.0

Applies to: All Staff

Applicable Standards:

- Medication Management Framework (Tasmania)
- National Strategy for the Quality Use of Medicines
- National Standards for Disability Services
- Disability, Housing and Community Services – Disability and Community Services – Medication Management Framework 2017
- Recommendations for the Administration of Specified Medication by Aged Care Workers in a Community Setting June 2012
- NDIS Quality and Safeguards Commission Practice Standards
- Aged Care Quality and Safeguards Commission Practice Standards
- NDIS Code of Conduct
- Aged Care Code of Conduct
- FBC Code of Conduct

Applicable Legislation:

- Disability Services Act 2011
- Disability Services Regulations 2015
- Poisons Act 1971
- Poisons Regulations 2008
- Personal Information Protection Act 2004

Introduction

Medications play an important role in helping clients to maintain health, prevent illness, and treat disease, however inappropriate, or incorrect, use of medications can cause harm.

Medication management occurs at both an individual and system level. It includes:

- how medications are selected, ordered, and supplied,
- how people take medications or are assisted to take them,
- how medication use is recorded and reviewed,
- how medications are stored and disposed of,
- how medication use is supported, monitored, and evaluated.

Definition

For the purposes of this policy 'medication' is defined as a substance given with the intention of preventing, diagnosing, curing, controlling, or alleviating disease, or otherwise enhancing the physical or mental wellbeing of individuals. Medications include prescription and non-prescription medications, including complementary health care products, irrespective of the administered route.

Purpose

The purpose of this policy is to facilitate the best possible use of medications to improve health outcomes for people with disability and the aged, to promote the benefits of medications, and minimise the risk of inappropriate use and harm.

This policy aims to:

- develop behaviours and create environments which support safe and quality use of medications with our clients;
- assist individuals in managing their own medication;
- support those who directly support people with disability and the aged, particularly Direct Care Workers;
- assist Family Based Care Tasmania staff to act in accordance with legal requirements and contemporary standards relating to disability and aged care service provision.

Guiding Principles

Family Based Care Tasmania employees will follow the following guiding principles regarding medication management.

Medication Administration is Person Centred

Medication management practices place clients at the centre of planning and delivery and maximise, as much as possible, the capacity for clients to take control of their lives.

Individual Outcomes

Our medication management practices build on individual strengths and reflect individual needs, strengths, interests, goals, formal and informal support networks.

Medication management practices are informed by individualised support plans.

Decision Making and Consent

Clients are informed about the predicted risks and benefits of prescribed medication in a way that meets their communication needs and cognition. Clients are encouraged and supported to be involved in decision making as far as possible according to their capacity.

Consent is required before an client can receive medical or dental treatment, except in an emergency.

If an individual does not have the capacity to consent to receiving medication, a legally appointed Guardian or Person Responsible must provide or withhold consent on their behalf. Clients who have capacity have the right to refuse or withdraw consent to the administration of medication.

Support for Self-Management

Clients are actively encouraged and supported to self-manage their own medications.

Where appropriate, clients are given the opportunity to build capacity so that they can self-manage some or all of their medications. A clearly defined and documented assessment must be undertaken by a suitably qualified health professional if an individual does not have the capacity to manage their medication.

Minimal Restriction

Decisions relating to medication selection and administration should only result in the restriction of freedom of decision and action of the individual, if at all, to the smallest extent that is practicable in the circumstances.

The NDIS Quality and Safeguards Commission requires Family Based Care Tasmania to **report** any use of regulated restrictive practice.

Restrictive interventions involving the use of medication (chemical restraint) are supported by a transparent, easily understood, and evidence based Positive Behaviour Support Plan, developed by an NDIS approved Positive Behaviour Support Practitioner (PBS) in consultation with the individual, or a

person nominated by the individual, persons who have expertise in the carrying out of the proposed restrictive intervention, **and** the prescriber. This plan should indicate a process for review of restrictive practices with reporting to the NDIS as required. Restrictive practices may also be guided by a decision made by the Tasmanian Civil and Administrative Tribunal.

It is important to note that authorisation of Chemical Restraint is not included in the definition of a Restrictive Intervention in the Tasmanian Disability Services Act 2011. Consent is currently provided by the 'person responsible' to the 'administration of a restricted substance primarily to control the conduct of a person to whom it is given' (Guardianship and Administration Regulations). However, if a Direct Care Worker is responsible for administration of a medication that is prescribed for the primary purpose of controlling behaviour it must be reported to the NDIS Quality and Safeguards Commission and supported by a Behaviour Support Plan.

Quality Use of Medications

Family Based Care Tasmania staff will promote a Quality Use of Medicines approach to medication management.

This means:

- selecting the best way of maintaining the individual's health and treating any illness, which may or may not include medications;
- choosing suitable medications if a medication is considered necessary;
- using those medications safely and effectively;
- documenting the reason for administration of medications; and
- implementing timely and appropriate review of medications.

Medication Management Is Undertaken In Line With Written Policies And Procedures

Family Based Care Tasmania's written policies and procedures relating to medication management are readily available to all staff, individuals, and others involved in supporting clients.

Appropriate training will be provided to all staff who are assisting to administer medication to enable safe administration.

Evaluation and Continuous Improvement

All employees involved in the management of medication have a responsibility to reflect on current practice, to recognise when and where problems exist, identify factors which contribute to those problems, initiate interventions, and evaluate the outcome of interventions to improve practice.

Process For Reporting Medication Incidents And Errors

Staff identifying errors in medication administration are required to advise the client's Coordinator immediately. Errors include refusal to take medication, incorrect medication, incorrect dosage or route, and medication which is accidentally dropped, spilt, or spoilt. Once notified, the Coordinator will take immediate steps to lodge an Event Form noting a Medication Error has occurred. If the error is identified after office hours the staff member is to contact the On Call Coordinator, who will follow the same procedure for registering the incident on the Events System.

Detailed Procedures

Detailed procedures for medication administration are contained within the associated Procedure - Medication, which should be read and understood in conjunction with this policy.

Authorised by:



President of the Board

Date:

19 Aug 24

