

Management of Medication Policy

1. Introduction

1.1 Purpose

This Policy and the Policies and Procedures and related documentation set out in section 1.5 below (**Related Documentation**) supports CDNI Care Pty Ltd to apply the Management of Medication NDIS Practice Standard.

1.2 Policy Aims

CDNI Care Pty Ltd is committed to ensuring each participant requiring medication is confident their provider administers, stores and monitors the effects of their medication and works to prevent errors or incidents.

1.3 NDIS Quality Indicators

In this regard, CDNI Care Pty Ltd aims to demonstrate each of the following quality indicators through the application of this Policy and the relevant systems, procedures, workflows and other strategies referred to in this Policy and the Related Documentation:

- (a) Records clearly identify the medication and dosage required by each participant, including all information required to correctly identify the participant and to safely administer the medication.
- (b) All workers responsible for administering medication understand the effects and side effects of the medication and the steps to take in the event of an incident involving medication.
- (c) All medications are stored safely and securely, can be easily identified and differentiated, and are only accessed by appropriately trained workers.

1.4 Scope

- (a) This Policy applies to the administering of all medication by Workers at CDNI Care Pty Ltd.
- (b) All permanent, fixed term and casual staff, contractors and volunteers are required to take full responsibility for ensuring full understanding of the commitments outlined in this Policy.

1.5 Related Documentation

The application of the above NDIS Practice Standard by CDNI Care Pty Ltd is supported in part by and should be read alongside the Policies and Procedures and related documentation corresponding to this Policy in the Policy Register.

2. Definitions

2.1 Definitions

In this Policy:

CDNI Care Pty Ltd means CDNI Care Pty Ltd ABN 32 640 960 658.

Client means a client of CDNI Care Pty Ltd (including an NDIS participant).

Approved By:	The board of CDNI Care Pty Ltd	Version	1
Approval Date:	August 2020	Next Scheduled Review	August 2022

Legislation Register means the register of legislation, regulations, rules and guidelines maintained by CDNI Care Pty Ltd.

Policy Register means the register of policies of CDNI Care Pty Ltd.

Principal means Saneliso Sibanda

Related Documentation has the meaning given to that term in section 1.1.

Worker means a permanent, fixed term or casual member of staff, a contractor or volunteer employed or otherwise engaged by CDNI Care Pty Ltd and includes the Principal.

3. Policy Statement

The health and safety of all CDNI Care Pty Ltd management, Workers, volunteers, contractors, clients and visitors are of utmost importance, including the management and administration of client medications.

4. Procedures

4.1 Clients self-administering and managing their own medications

- (a) Clients will manage and administer their own medication where appropriate.
- (b) Where required, the Principal will request written advice from a Client's medical practitioner or guardian, notifying that a client has appropriate training and skill to assume responsibility for the management of their own medication.
- (c) Clients will be provided with every opportunity to safely manage and administer their own medication.
- (d) The self-administration and management of medications by the client is properly supervised, documented and recorded by Workers.

4.2 Clients unable to self-administer their own medications

- (a) Staff members are to provide the client with whatever physical or other assistance is necessary and appropriate to enable the client to take their own medication, unless the client objects.
- (b) Staff who provide medication administration services will be provided with appropriate training.

4.3 Practical Requirements for the Administration of Medications

- (a) All medication must be administered in strict accordance with the directions of the prescribing medical practitioner or the manufacturer's directions as appropriate and recorded on the appropriate medication chart.
- (b) All client medications are to be taken or administered from the original containers or packages in which they were originally dispensed.
- (c) Medication is not under any circumstances to be given out or administered to a client by another Client.

Approved By:	The board of CDNI Care Pty Ltd	Version	1
Approval Date:	August 2020	Next Scheduled Review	August 2022

4.4 Prohibited practices

- (a) Management (or delegates) must not administer any medication that is not prescribed in accordance with this policy, including 'over the counter' medication.
- (b) Management (or delegates) must not administer medication to a client who is clearly objecting in an informed manner, unless there is an approved protocol in place.
- (c) Management (or delegates) must not administer medications to clients in a manner that is clearly for organisational convenience and not reflecting the preference or needs of the client.
- (d) Management (or delegates) must not leave medications of any type in an area where they are unsupervised and accessible to clients or unauthorised persons.

4.5 Medication Records

- (a) A medication chart is to be maintained for each client prescribed medication. The chart is to be completed by the client's Medical Officer and updated whenever a medication is changed.
- (b) Where the Principal (or delegate) has uncertainty about a Client's medication, this should be immediately clarified with the Client's GP or the dispensing pharmacist.

4.6 Storing Medication

- (a) Medication for all clients must be stored in a locked container (e.g. housing filing cabinet or cupboard), which can only be accessed by staff.
- (b) Management (or delegate) is responsible for the security of all medication stored on CDNI Care Pty Ltd premises.
- (c) Management (or delegates) must adhere to the manufacturer's instructions for storing each medication.
- (d) When medication needs to be transported, it should be placed in an appropriate storage container where required.

4.7 Disposing of Medications

- (a) All medications (including those self-administered and managed by clients) are to be returned to the pharmacist when ceased.
- (b) No 'prescription only' medication may be kept as CDNI Care Pty Ltd stock. Any client's medication is to be returned to the client at the end of the medication regime.
- (c) No medications are to be used by or for another client or kept or allowed to accumulate with another client's medication for use sometime later as 'stock' medication.

4.8 Reporting

- (d) Incidents relating to medication misuse should be reported in accordance with CDNI Care Pty Ltd Incident Management and Reporting Policy and Procedure.

Approved By:	The board of CDNI Care Pty Ltd	Version	1
Approval Date:	August 2020	Next Scheduled Review	August 2022

5. General

5.1 Relevant Legislation, Regulations, Rules and Guidelines

Legislation, Rules, Guidelines and Policies applies to this Policy and Related Documentation as set out in the Legislation Register.

5.2 Inconsistency

If and to the extent that the terms of this Policy are or would be inconsistent with the requirements of any applicable law, this Policy is deemed to be amended but only to the extent required to comply with the applicable law.

5.3 Policy Details

Approved By: The board of CDNI Care Pty Ltd

Approval Date: August 2020

Next Scheduled Review: August 2022

Version: 1

Approved By:	The board of CDNI Care Pty Ltd	Version	1
Approval Date:	August 2020	Next Scheduled Review	August 2022