

Medication Policy Framework

HACC Funded Medication Policy Framework and Guidelines



home and community care

A JOINT COMMONWEALTH AND STATE/TERRITORY PROGRAM
PROVIDING FUNDING AND ASSISTANCE FOR AUSTRALIANS IN NEED

September 2010

COPYRIGHT

This document is copyright of the Department of Health. It may be reproduced in whole or in part for study or training purposes subject to the inclusion of an acknowledgement of the source, appropriate citation and no commercial usage or sale.

DISCLAIMER

This Publication is provided by the Department of Health ("the Department") on the basis that while every reasonable effort has been made to ensure the accuracy of the Publication, no guarantee can be given that the Publication is free from error or omission.

The Department, the Minister for Health, the State of Western Australia, and their employees and agents expressly disclaim liability for any act or omission occurring in reliance on the information in this Publication and for any consequences of such act or omission.

Changes in circumstances after the date of publication of this Manual may impact on the currency of the information contained in this Publication. No assurance is given that the information contained in the Publication is current at the time it is provided to the reader.

FURTHER INFORMATION

For further information about the HACC Medication Policy Framework and Guidelines contact the Aged Care Policy Directorate in the Department of Health:

Aged and Continuing Care Directorate
Department of Health
189 Royal Street
EAST PERTH WA 6004
(08) 9222 2486

WESTERN AUSTRALIAN (WA) HOME AND COMMUNITY CARE (HACC) PROGRAM

POLICY FRAMEWORK AND GUIDELINES

Background

These Medication Policy Framework and Guidelines provide an outline of the minimum standards endorsed by the WA HACC Program and the Office of the Chief Nurse for the involvement of support workers in the support and/or administration of client medication. The Framework and Guidelines have been developed in partnership with the Department of Health's Office of the Chief Nurse and was initially guided by a Reference Group of industry and government representatives.

The Medication Policy Framework and Guidelines applies to all Service Providers funded under the HACC Program that employ support workers who are involved in the support and/or administration of client medication and should be applied in conjunction with the Community Care Common Standards.

HACC Medication Beliefs and Principles

Service Providers with support staff involved in the support and/or administration of client medication must adopt the following beliefs and principles that have been developed by the Reference Group and endorsed by the WA HACC Program and the Office of the Chief Nurse.

Beliefs:

- Frail aged people, people with disabilities and their carers have a right to remain living in the community for as long as possible;
- Clients should be encouraged to maintain their independence as long as possible including managing their own medicines in a safe and effective manner.

The HACC funded Service Providers, in endorsing the first two beliefs must give consideration to and determine a position in their policy regarding the role of support workers in the support and/or administration of client medication. If support workers are to be involved in the support and/or administration of client medication the following two beliefs are relevant:

- Support workers should be able to provide support to HACC clients with the support and/or administration of medication;

- Support workers should have access to training to ensure that they have appropriate skills and knowledge to manage and/or administer client medication.

Principles:

- Each Service Provider must establish a written policy and procedures that outline the decision of the organisation regarding the role of support workers in the support and/or administration of client medication and any relevant risk management policy and practice issues;
- Clients receive individual medication assessment (where appropriate) and where appropriate this assessment be in conjunction with the client, family, doctor and other health professionals;
- Clients have a clear, individual support plan and medication order (where appropriate) from the medical practitioner;
- Client medication consent/authorisation is sought from the client, carer, family, guardian;
- Clients with more complex health care needs have access to an appropriate health professional to provide back-up advice and support, as and when needed;
- Staff have access to training that provides them with the necessary skills and knowledge to confidently assist clients with medication support and/or administration;
- There is an organisational commitment to ongoing assessment and monitoring of staff practices;
- Service Providers are committed to an initial and ongoing self-audit process to guide continuous improvement in the management of client medication support and/or administration (continuous improvement).

Written Medication Policy and Guidelines

All HACC funded Service Providers are required to have a written Medication Policy, which is available and explained to all staff, clients and other relevant people.

The following is a checklist of the things that should be included in the Policy:

- A statement outlining the involvement your Service Providers support workers will have in assisting clients with the support and/or administration of medication.
- Service Providers that are not involved in client medication support should also have a written policy that is available to all clients, carers, support workers and other relevant people.
- A process for determining a need to intervene and assist clients in the support and/or administration of their medication that includes an assessment of client needs.
- A process for ensuring that staff have necessary competency and skills to provide medication administration support for clients.
- A client medication consent/authority form.

- Statement of requirement for medication to be in a medication administration aid.
- Procedures to follow where medication cannot be stored in and dispensed from a medication aid for example liquids.
- Documentation that supports the support and/or administration of medications such as medication order, support plan and signage sheets.
- Process for dealing with medication incidents.
- Service provider has a process in place to maintain appropriate communication with general practitioners, pharmacists and other health professionals with regard to medications.
- Defining staff training requirements in relation to these guidelines.

Staff Training

The Medication Policy Framework and Guidelines is supported by a competency based training program in the support and/or administration of client medication and will assist HACC funded Service Providers to improve current practice. The training is available through CommunityWest Inc.

Supporting Documentation

The Medication Policy Framework and Guidelines is supported by the availability of a range of documents including example:

- medication support and administration policy
- no involvement in medication policy;
- medication incident guidelines;
- medication incident report;
- medication consent form;
- medication order form; and
- medication record sheet

These documents are available on the WA HACC Website www.health.wa.goc.au/hacc/ when using these documents Service Providers must comply with the copyright clause outlined in this document.

Relevant Legislation and Guidelines

The relevant legislation and guidelines in Western Australia includes:

- Poisons Act 1964;
- Poisons Regulations 1965;
- Medication Management Guidelines for Nurses and Midwives: Nurses and Midwives Board of Western Australia
- Operational Directive OD 0215/09 Storage and Recording of Restricted Schedule 4 Medicines Government of Western Australia Department of Health





Delivering a **Healthy WA**



Government of Western Australia
Department of Health