

Title	Administration of Oral Medications in the Community
Purpose	These guidelines are to provide guidance to attendant care service providers (organisations and individuals), service users, stakeholders and funders regarding safe and acceptable administration of oral medications in the community.
Background	<p>Historically medication administration was considered the role of a registered nurse. This was due to lack of guidelines or legislation for best and safe practice in the delivery of the medication.</p> <p>However, risk analysis by government departments and legislation such as the NSW Poison's Act have identified the skills and competencies required for this task and has led to significant shifts in practice. It is now acceptable for attendant care workers (with appropriate training) to administer oral medications.</p> <p>There are guidelines written by government departments such as NSW Health Department addressing this matter. These have been used as source documents for this policy.</p>
Scope	These guidelines apply to the administration of oral medication in the community in Australia.
Definitions	<p>Medication: Any substance which is supplied by a pharmacist or doctor, or dispensed by a pharmacist on the prescription of a doctor, or supplied directly by the doctor and has a label attached to it. The term also includes any over the counter medication or natural therapy products.</p> <p>Blister pack: A sealed oral medication pack prepared by a pharmacist (it is commonly referred to as a Webster^c Pack)</p> <p>Box medication compliance aid: A box with slots that can be filled with oral medication. It is divided into days and times. (It is commonly referred to as a Dossett^c Box)</p> <p>Oral medication: Medication taken only by mouth</p> <p>Own medication: A prescription or over the counter medication for a</p>

	<p>service user</p> <p>Attendant Care Worker and Registered Nurse are as per ACIA Guideline 001 – <i>Provision of Nursing and Care in the Community</i></p> <p>Competent (basic): Able to safely and appropriately perform a specified task</p>
Policy	<p>In the case of a service users' own medication, an attendant care worker who is not a registered nurse, medical practitioner, dentist or pharmacist:</p> <ul style="list-style-type: none"> • May NOT give an injection or fill a 'box' medication compliance aid • May provide any other assistance as necessary for the service user to take their own oral medication
Guidelines	<p>Service User's Own Medication</p> <ul style="list-style-type: none"> • The attendant care worker should take precautions to ensure that: <ul style="list-style-type: none"> ▪ the medication is current ▪ the dosage as stated on the pharmacy label is adhered to ▪ for prescribed medication, the label has the correct name of the service user <p>A Registered Nurse is required to:</p> <ul style="list-style-type: none"> • Fill a 'box' medication compliance aid (if required) • Provide training to the attendant care worker on the administration of oral medication from a service user's labelled pharmacy container <p>It is recommended that a Registered Nurse is used to:</p> <ul style="list-style-type: none"> • Provide training to the attendant care worker/s on the administration of other types of oral medication • Sign off on the competency of the attendant care worker/s (in their ability to administer oral medications safely and accurately)

	<p>Attendant Care Workers may:</p> <ul style="list-style-type: none"> • Administer oral medication from a blister pack • Administer oral medication from ‘box’ medication compliance aid that has been filled by a pharmacist, doctor or registered nurse • Administer directly from the service user’s labelled pharmacy container <p>Attendant Care Workers must:</p> <ul style="list-style-type: none"> • Have completed training by the service provider in the administration of oral medications • Remain aware that when they provide such assistance he/she has a ‘duty of care’ to ensure the proper use of medicines • Report any changes or variations in the service users health and wellbeing and medication orders to their supervisor • Not give any medications to any person that hasn’t been ordered for that person • Document the administration of medication as per the requirements of the service provider organisation <p>Note: <i>The safest form of oral medication is a blister pack, followed by administration directly from the service user’s labelled pharmacy container</i></p>
<p>Resource Documents</p>	<ul style="list-style-type: none"> • NSW Health “Guidelines for the Handling of Medication in Community Based Health Services.....” 2005 • NSW Poisons Act 2002/2008 • QLD Health (Drugs & Poisons) Regulation 1996 • VIC Drugs, Poisons & Controlled Substances Act 2004 • Guiding Principles for Medication Management in Community 2006 (Australian Pharmaceutical Advisory Council) • NSW Health <i>link:</i> www.health.nsw.gov.au then go to ‘Publications and Resources’ ‘Policy Directives and Guidelines’ then either "search by A to Z" or search specific word/s eg. HIV

Endorsed by	<ul style="list-style-type: none"> • ACiA Committee of Management
Date	<ul style="list-style-type: none"> • May 2008
Relates to Other ACiA or externally cited documents	<ul style="list-style-type: none"> • ACiA Guidelines 001 – Provision of Paid Attendant Care and Nursing in the Community (May 2008) • ACiA Guidelines 003 – Medication Administration Other Than Oral (Pending) • Documents as outlined in above Resource Documents