

Policy Title	Administration of Medications Other Than Oral Medications, in the Community
Purpose	<p>This policy statement is to provide guidance:</p> <ul style="list-style-type: none"> • To Attendant care service providers (organisations and individuals), Service Users, stakeholders and funders • Regarding safe and acceptable administration of medications other than oral medications, in the community.
Background	<p>Historically, medication administration in the community 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 legislative requirements such as various Poisons' Acts has identified the skill and competencies required for this task. This has led to significant shift in practice. It is now acceptable for Attendant Care Workers, with appropriate guidelines surrounding their administration and with appropriate training, to administer some medications.</p> <p>Guidelines and policies written by government and non-government organisations have been used as source documents for this policy.</p>
Scope	<p>These guidelines apply to the administration of medication, other than oral, in the community in Australia. This includes:</p> <ul style="list-style-type: none"> • eye and ear drops • nebulisers • metered aerosols • turbo halers • space inhalers • trans-dermal medication patches • other topically applied medications (creams, ointments and lotions) • suppositories or ordered medication - rectal • suppositories or ordered medication – vaginally • oral medication – administered via Percutaneous Endoscopic Gastroscopy (PEG)
Definitions	<p>Medication means any substance, that 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</p>

	<p>a label attached to it. The term also includes any over-the-counter medication or natural therapy. Therapeutic substances come in many forms and may be ingested, inhaled, injected, inserted and applied.</p> <p>Administration refers to the act of giving a prescribed therapeutic substance orally, by injection, by inhalation, per rectum, per vagina, topically or enterally and ensuring that the substance has entered the client's body.</p> <p>Assistance means to give aid to clients in taking their medication by either reminder, prompting or by physical assistance.</p> <p>Competent (basic) Able to safely and appropriately perform a specified task.</p>
<p>Policy</p>	<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 • May provide any other assistance as is necessary for the Service User to use their own medication.
<p>Guidelines</p>	<p>ACiA recommends all organisations address medication administration through their risk management program.</p> <p>Service User's Own Medication</p> <ul style="list-style-type: none"> • The attendant care worker is to take every precaution to ensure that: <ul style="list-style-type: none"> ▪ the medication is current ▪ the dosage indicated on the pharmacy label is adhered to ▪ for prescribed medication, the label has the correct name of the Service User. <p>It is recommended that a Registered Nurse is used to:</p> <ul style="list-style-type: none"> • Provide training to attendant care workers on the administration of medications • Sign off on the competency of attendant care workers in their ability to administer medications other than oral, safely and accurately <p>Attendant Care Workers must:</p> <ul style="list-style-type: none"> • Remain aware that when he/she provides assistance, he/she has a duty of care to ensure the correct use of medications

	<ul style="list-style-type: none"> • Report any changes or variations in the Service Users' medication orders • Report when medication is refused • Report any relevant changes in the Service Users' health and wellbeing • Not administer any medication which has not been specifically provided for that person
Resource Documents	<ul style="list-style-type: none"> • NSW Health "Guidelines for the Handling of Medication in Community Based Health Services ..." 2005 • NSW Poisons Act 2002 • QLD Health (Drugs & Poisons) Regulation 1996 • VIC Drugs, Poisons & Controlled Substances Act 1981 & VIC the Drugs, Poisons and Controlled Substances Regulations 2006 + Guide to the Regulation 2006 • Guiding principles to achieve continuity in medication management (APAC July 2005) • Guiding principles for medication management in the community (APAC June 2006) • Medication Administration for the Disability Sector (July 2007)
Endorsed by	<ul style="list-style-type: none"> • ACiA Committee of Management 2 December 2008
Relates to Other ACiA or externally cited documents	<ul style="list-style-type: none"> • ACiA Guidelines 001 – Provision of Nursing and Care • ACiA Guidelines 002 – Administration of Oral Medications in the Community • Documents as outlined in above Resource Documents