

# Administration of Medication Policy

## 1. Purpose:

YMCA Whittlesea is committed to ensuring all participants are supported in appropriate ways, in a safe environment and in a way that recognises their medication and medical needs. This policy aims to outline a process of supporting those who need to be administered medication when attending our programs.

## 2. Scope:

This Policy is applicable to all staff and volunteers who are responsible for the administration of medication to a person with a disability.

## 3. Policy

Y Whittlesea is committed to the safe administration of medication to all participants under our care. Y Whittlesea staff and volunteers will administer medication as necessary to participants with the written authority of the participant and/or parents / guardians and/or prescribing physicians and will follow strict procedures to promote the health and wellbeing of each participant who uses our service.

## 4. Policy Implementation

Medication (including prescription, non-prescription, over the counter and homeopathic medications) must not be administered to a participant at a service without written authorisation of the participant, parent / guardian or person with the lawful authority to consent to the administration of medical attention to the participant.

In the case of an emergency, it is acceptable to obtain verbal consent from a parent / guardian, or to obtain consent from a registered practitioner or medical emergency services if the participant's parent/guardian cannot be contacted, this must be verbalise to two staff to confirm the request for administration.

## 5. Definitions:

**Staff** - any person employed by YMCA Whittlesea by either paid employment or contract.

**Volunteer** - any person engaged by YMCA Australia in a voluntary capacity.

**Medication** – a drug or other form of medicine that is used to treat or prevent disease.

**Administering** – dispense or apply (a remedy or drug).

**Physician** – a person qualified to practice medicine, especially one who specializes in diagnosis and medical treatment as distinct from surgery.

**Consent**- permission for something to happen or agreement to do something.

## 6. Supporting Documents

- Registration and Assessment Policy and Procedures
- Refusal of Service Policy and Procedures

## 7. Related Forms

- Registration Forms
- Program Specific Enrolment Form
- Incident Report
- Medication Chart Template
- Restrictive Practice Policy and Procedure
- Positive Behaviour Support Policy and Procedure

## 8. Legislative and Industry Requirements

NDIS Practice Standards and Quality Indicators July 2018

- NDIS (Incident Management and Reportable Incident) Rules 2018
- NDIS Commission 'Reportable Incidents Guidance' document
- NDIS Reportable Incidents Frequently Asked Questions

## 9. Consequences of Breaching this Policy

All elements of this policy must be adhered to, and any breach will be dealt with in accordance with the YMCA Whittlesea Disciplinary and Termination Policy.

## 10. Policy Owner

The Community Services Manager is responsible for keeping this policy current, including making amendments as required and regular reviews as scheduled.

## 11. Document Control

Review of this policy will be undertaken every two years, or prior as required by law, in consultation with appropriate YMCA personnel.

Policy available on Y-MAC>Communication>Manuals and Files>Policies and Procedures

This document is due for review on 10/06/2022.

Version:	Description of Amendment, Approver and Date:	Amended by:	DCR Updated	New Issue Date:	Policy Location:
V4	Splitting of Policy and Procedure into two separate documents	Annette Jurisch	08/07/20	10/06/20	Shared:Drive>YMAC>Policies_Final>Community Services
V3	Reformatting	Annette Jurisch		13/07/17	