

MEDICATION ADMINISTRATION



POLICY STATEMENT

Zest Care acknowledges that each client has the right to be actively supported to manage their own medication independently. If clients require help, Zest Care will provide a skilled Support Worker to administer or prompt the client ensuring that medication is taken according to the practitioner's guidelines or directions on over-the-counter medication. Where possible, clients will have medication packed in a Webster Pack.

EMPLOYEE RESPONSIBILITY	ZEST RESPONSIBILITY
1 Provide appropriate support and assistance.	1 Provide appropriate support and assistance to the employee and client.
2 Ensure administration is in accordance with the details on the back of the Webster Pack or instructions by a medical practitioner.	2 Ensure all medication administration documentation is CURRENT and AVAILABLE on the client record.
3 Ensure all training is renewed when specified.	3 Ensure appropriate training is always available to the employee.

PRIVACY, DIGNITY and CONFIDENTIALITY is respected and always upheld.

FOR ALL MEDICATION ADMINISTRATION MAKE SURE TO CHECK ALL SIX "RIGHTS" (If you are prompting, steps will depend on specific customer).

- 1) Right client
- 2) Right medication and route (only for clients without Webster Packs)
- 3) Right number of tablets
- 4) Right time and/or taken with a meal
- 5) Right expiry date
- 6) Right paperwork completed



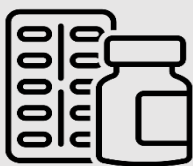
IT IS IMPORTANT THAT YOU Complete Webster Pack Administration & Prompting Form following dispense.

WHY IS IT IMPORTANT? Provides evidence that the correct **MEDICATION** and **DOSAGE** has been dispensed, ensuring client safety.

WASH YOUR HANDS BEFORE and AFTER



Touching a participant/ client



Medication Administration



Changing PPE

KEEP AN EYE OUT for Adverse EFFECTS

but not limited to. ➤ Bleeding

- Shortness of Breath
- Allergic Reaction
- Light Headedness
- Overdose Symptoms
- Skin Rashes
- Unusual Behavioural Changes
- Nausea



APPLICABILITY This infographic applies to:

WHO

To targeted employees, clients, their families, guardians and advocates.

WHEN

Supporting clients with medication administration.

If any adverse effects occur, apply first aid and/or call 000. An incident report MUST also be completed.