


Work Health Safety: Safe Work Practice: Personal & Medical

Application of eye drops

 Risks	Risk Level	Risk Controls
Infection of people from clients blood and other fluids	Likelihood: B Consequence: 3 Rating = HIGH	<input checked="" type="checkbox"/> Provide prompt first aid as per this Safe Work Practice, gloves protecting staff
Infection of client from open wound	Likelihood: B Consequence: 3 Rating = HIGH	<input checked="" type="checkbox"/> Provide prompt first aid as per this Safe Work Practice
Client/staff emotional distress due to fear of serious health problems or lack of confidence in first aid response	Likelihood: C Consequence: 4 Rating = MODERATE	<input checked="" type="checkbox"/> Provide prompt first aid as per this Safe Work Practice with staff providing necessary reassurance to client and Coordinator supporting staff.
Poisoning from person having the wrong medication	Likelihood: E Consequence: 4 Rating = LOW	<input checked="" type="checkbox"/> At Day Care or client outings will store medication securely if client is unable to keep it safe from others or self <input checked="" type="checkbox"/> Staff to check the name of the medication is the name of client receiving medication

Equipment required:.

<i>Mercy Services equipment</i>	<i>Others equipment</i>
Worker to wear <u>footwear</u> that is fully enclosed, slip resistant sole, water repellent/resistant and provides adequate support. Personal Protective Equipment required: gloves	Prescribed eye-drops, tissue(s).

Activity	Worker behaviour	Client/other's behaviour
(a) Prepare	<ol style="list-style-type: none"> At Day Centre or client outings staff will encourage clients to keep their medication secure. Staff will only store it and/or remind client if the client repeatedly demonstrates they cannot or if requested to assist by their carer. In such cases the medication will be kept in a locked place at the Day Centre or with staff in transit/ during an outing. Worker will ask clients permission before gathering eye drops and tissues from within the client's home. Worker to bring disposable gloves. 	Clients should have eye drops and tissues available
(b) Safety check	<ol style="list-style-type: none"> Check Care Plan/Run sheet for instructions especially which eye needs drops Check label on container to ensure the correct client, correct drops, correct dosage and expiry date of medication OR if eye drops are non-prescription, check the dosage and frequency instructions on bottle and if possible confirm details with client. 	Worker should ensure that other clients are kept away from the situation and that their needs are attended due during this first aid situation.

Activity	Worker behaviour	Client/other's behaviour
	3. Check date eye drops were opened – they should be disposed of if not used within 28 days of opening OR if new drops write date on bottle. 4. Get client's permission to apply eye drops 5. Explain procedure for instilling drops and what the client needs to do to assist you 6. Wash hands and apply gloves	
(c) Cleaning the Eyes	1. Client's head tilted towards left if cleaning the left eye and the right of cleaning the right eye 2. Clean the uninfected eye first, then the infected eye 3. Clean the eye from the inner to the outer canthus using a saline soaked gauze swab once only, then discard. Repeat procedure until the eyes are clean	Client to follow workers instruction and stay still when requested
(d) Instillation of Eye Drops	1. Remove the top of eye drops without contaminating the tip and inside of top, hold top in the crook of your little finger 2. Ask client to tilt head back 3. Using a gauze swab lower the bottom eyelid 4. Rest your hand containing the eye drops on the client's forehead or cheek 5. Hold container 2 cms from middle lower eyelid and instil drops as ordered, then ask client to close eye 6. Wipe excess drops away and leave client comfortable	Client to follow workers instruction and stay still when requested
(e) After procedure	1. Dispose of rubbish appropriately (including vial that is single use) 2. Report any issues to Coordinator 3. Contact Poisons Information Centre -phone 13 1126 – if there are concerns of incorrect dose of substance 4. Medication stored appropriately – if applicable Day Centre or staff on outings to give medication directly to the client's carer when she/he goes home.	
(f) Follow-up	1. Document any incident and report it to your Coordinator immediately	

As at 07/06/17 this Safe Work Practice is authorised for use in:

<i>Service</i>	<i>Position</i>
Day Centre	Activity Officer and Coordinator
Home Care Packages	Community Care Assistant
Home Support Program/NDIS	Community Care Assistant
Residential Aged Care	Assistant in Nursing

Date for review of safe work practice: June 2020 (or if injury or changes require)

COMPETENCY ASSESSMENT**Application of eye drops**

Employee _____

Assessor _____

Date _____

Desired Outcome:

Apply eye drops as prescribed with a minimum of distress or discomfort to the client and worker.

Knowledge required:

Staff must have a first aid certificate

Performance Criteria	Competence demonstrated	Comment
Prepare		
1. Day Centre/client outing staff securely store eye drops - only if client cannot		
2. Seeks client's permission prior to gathering equipment		
Safety check		
1. Checks Care Plan/Run sheet for instructions		
2. Checks label on container to ensure the correct client, correct drops, correct dosage and expiry date of medication OR if eye drops are non-prescription, checks the dosage and frequency instructions on bottle and if possible confirm details with client.		
3. Checks date eye drops were opened OR if new drops writes date on bottle.		
4. Gets client's permission		
5. Explains procedure for instilling drops and what the client needs to do to assist you		
6. Washes hands and apply gloves		
Cleaning the Eyes		
1. Tilts client's head towards left if cleaning the left eye and the right of cleaning the right eye		
2. Cleans the uninfected eye first, then the infected eye		

3. Cleans the eye from the inner to the outer canthus using a saline soaked gauze swab once only, then discard. Repeats procedure until the eyes are clean		
Application of Eye Drops		
1. Removes the top of eye drops without contaminating the tip and inside of top, holds top in the crook of your little finger		
2. Asks client to tilt head back		
3. Using a gauze swab lowers the bottom eyelid		
4. Staff rests hand containing the eye drops on the client's forehead or cheek		
5. Holds container 2 cms from middle lower eyelid and instils drops as ordered, then asks client to close eye		
6. Wipes excess drops away and leave client comfortable		
After procedure		
1. Disposes of rubbish appropriately		
2. Reports any issues to Coordinator		
3. Contacts Poisons line 13 1126 if needed		
4. Medication stored appropriately		
Follow-up		
1. Documents any incident and reports it to your Coordinator immediately		

Is the worker assessed as being competent? YES NO

Any required follow up action/training: _____

Signature of employee..... Date.....

Signature of assessor Date.....

Chart to indicate application

