


## Work Health Safety: Safe Work Practice: Personal &amp; Medical

## Assisting client with an inhaler

 Risks	Risk Level	Risk Controls
Injury to client from inappropriate medication	Likelihood: C Consequence: 4 Rating = MODERATE	<input checked="" type="checkbox"/> Only competent staff to assist with medication. <input checked="" type="checkbox"/> Staff to check dosage before use. <input checked="" type="checkbox"/> Do not take more than 4 puffs per day and Do not use more than twice a day <input checked="" type="checkbox"/> Provide prompt first aid as per this Safe Work Practice
Poisoning from person having the wrong medication	Likelihood: E Consequence: 4 Rating = LOW	<input checked="" type="checkbox"/> Staff to check the name of the medication is the name of client receiving medication <input checked="" type="checkbox"/> When more than one client is present, wait until one person has used their inhaler before accessing the other person's inhaler

## 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.	Inhaler (and spacer if required), glass of water
<b>Personal Protective Equipment required:</b> gloves	

Activity	Worker behaviour	Client behaviour
(a) Prepare	<ol style="list-style-type: none"> <li>Worker will ask clients permission before gathering inhaler (and spacer if required) and water from within the client's home.</li> <li>Check Care Plan/Run sheet for instructions</li> <li>Wash hands and apply gloves</li> </ol>	Clients should have inhaler (and spacer if required) available
(b) Take medication	Worker to have and use instruction sheet from National Asthma Council of Australia: <ul style="list-style-type: none"> <li>➤ <a href="#">Accuhaler</a></li> <li>➤ <a href="#">Autohaler</a></li> <li>➤ <a href="#">Handihaler</a></li> <li>➤ <a href="#">Puffer</a></li> <li>➤ <a href="#">Puffer and Spacer</a></li> <li>➤ <a href="#">Turbuhaler</a></li> </ul>	Client to do as much as possible.
(c) After procedure	<ol style="list-style-type: none"> <li>Client to rinse mouth with water</li> <li>Document in file that "medication given as per instructions"</li> <li>Replace inhaler to safe storage - <i>if client has unreliable memory the medication must be sealed or locked.</i></li> </ol>	Client to follow workers instruction

<b>Activity</b>	<b>Worker behaviour</b>	<b>Client behaviour</b>
	4. Contact Poisons Information Centre -phone 13 1126 – if there are concerns of incorrect dose of substance 5. At Day Centre/client outings the inhaler is given directly to the client's carer when she/he goes home.	
(d) Follow-up	1. Document any incident and report it to your Coordinator immediately	

**As at 05/09/16 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:** July 2019 (or if injury or changes require)

**COMPETENCY ASSESSMENT**  
**Assisting client with an inhaler**

Employee \_\_\_\_\_

Assessor \_\_\_\_\_

Date \_\_\_\_\_

**Desired Outcome:**

Assist client with inhaled medicine as prescribed with a minimum of distress or discomfort to the client and worker.

Performance Criteria	Competence demonstrated	Comment
<b>Prepare</b>		
1. Worker will ask clients permission before gathering inhaler (and spacer if required) and water from within the client's home.		
2. Check Care Plan/Run sheet for instructions		
3. Wash hands and apply gloves		
<b>Take medicine</b>		
Worker follows steps as listed in instruction sheet from National Asthma Council of Australia: <ul style="list-style-type: none"> <li>➤ <a href="#">Accuhaler</a></li> <li>➤ <a href="#">Autohaler</a></li> <li>➤ <a href="#">Handihaler</a></li> <li>➤ <a href="#">Puffer</a></li> <li>➤ <a href="#">Puffer and Spacer</a></li> <li>➤ <a href="#">Turbuhaler</a></li> </ul>		
<b>After procedure</b>		
1. Client to rinse mouth with water		
2. Documents in file that "medication given as per instructions"		
3. Replaces inhaler to safe storage - <i>if client has unreliable memory the medication must be sealed or locked.</i>		
4. Contacts Poisons Information Centre -phone 13 1126 – if there are concerns of incorrect dose of substance		
5. At Day Centre/client outings the inhaler is given directly to the client's carer when she/he goes home.		
<b>Follow-up</b>		
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.....