


Work Health Safety: Safe Work Practice: Personal & Medical

Assisting client with liquid medicine

 Risks	Risk Level	Risk Controls
Injury from incorrect use of Schedule 8 medication	Likelihood: E Consequence: 1 Rating = HIGH	<input checked="" type="checkbox"/> All Schedule 8 medication to be stored in a locked box <input checked="" type="checkbox"/> Two Community Care Assistants (CCAs) who have completed the relevant Safe Work Practice must be rostered for a shifts where support or assistance with Schedule 8 medication is provided. <input checked="" type="checkbox"/> The two rostered CCAs are to double check all aspects of the supply, use, recording and storage of the medication. <input checked="" type="checkbox"/> The two rostered CCAs are to consult with the Coordinator if there is anything unusual about the medication or the client
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
Injury to client from inappropriate medication	Likelihood: c Consequence: 4 Rating = MODERATE	<input checked="" type="checkbox"/> Only competent staff to assist with medication. Staff to check dosage before use. 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 staff	Likelihood: C Consequence: 4 Rating = MODERATE	<input checked="" type="checkbox"/> Only competent staff to assist with medication. 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 footwear that is fully enclosed, slip resistant sole, water repellent/resistant and provides adequate support. Personal Protective Equipment required: gloves	Liquid medicine, measuring vial, tissue(s).

Activity	Worker behaviour	Client/other's behaviour
(a) Prepare	1. Worker(s) ensure identity of the client/resident (<i>Waits until second worker is available if schedule 8 medication involved</i>) 2. 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.	Clients should have medication and tissues available

Activity	Worker behaviour	Client/other's behaviour
	3. Worker will ask clients permission before gathering medicine etc from within the client's home. Worker to bring disposable gloves.	
(b) Safety check	<ol style="list-style-type: none"> 1. Worker (s) check Care Plan/shift note for instructions 2. Worker (s) check the instructions on the bottle to ensure correct client, correct medication, correct dosage and expiry date OR if non-prescription medicine, check the dosage and frequency instructions on the bottle and if possible confirm details with client. 3. Ensure client is ready to take medication 4. Explain procedure for taking medicine and what the client needs to do to assist worker 5. Wash hands and apply gloves 	<p>Client to do as much of role as possible</p> <p>Worker should ensure that other clients are kept away from the situation and that their needs are attended due during this first aid situation.</p>
(c) Take medication	<ol style="list-style-type: none"> 1. Ask client to pour correct dose of medicine using a syringe (or measuring vial) OR worker to do if client not able. 2. Worker (s) check that amount of medicine is correct 3. Hand vial to client and wait for them to swallow medicine 4. Check client comfortable after medicine swallowed 5. Offer tissue to client if medication there are spills/dribbles 6. Offer water to client if they have irritation in mouth/throat (<i>except after nitrolingual spray</i>) 	Client to do as much of role as possible
(d) After procedure	<ol style="list-style-type: none"> 1. Wash measuring vial and leave upturned on medicine bottle 2. Worker(s) replace medicine to safe storage - <i>must be in a locked location if client has unreliable memory or the medication is schedule 8.</i> 3. Worker(s) document on Communication Sheet and Medication Checklist that "medication given as per instructions" 4. Report any issues to Coordinator 5. Contact Poisons Information Centre -phone 13 1126 – if there are concerns of incorrect dose of substance 6. At Day Centre or client outings the medication will be given directly to the client's carer when she/he goes home. 	Client to do as much of role as possible
(e) Follow-up	<ol style="list-style-type: none"> 1. Document any incident and report it to your Coordinator immediately 	

As at 28/06/16 this Safe Work Practice is authorised for use in:

Service	Position
Day Centre	Activity Officer and Coordinator
HCP, HSP and/or NDIS	Community Care Assistant

Date for review of safe work practice: June 2019 (*or if injury or changes require*)

COMPETENCY ASSESSMENT

Assisting client with liquid medicine

Employee _____

Assessor _____

Date _____

Desired Outcome:

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

Performance Criteria	Competence demonstrated	Comment
Prepare		
1. At Day Centre/client outing securely store medication only if client cannot		
2. Gathers equipment with client's permission		
Safety check		
1. Worker(s) check Care Plan/shift note for instructions		
2. Worker(s) check label on bottle to ensure the correct client, correct medicine, correct dosage and expiry date of medication OR if non-prescription medicine, checks the dosage and frequency instructions on the bottle and if possible confirm details with client.		
3. Ensures client is ready to take medication		
4. Explains procedure for taking medicine and what the client needs to do to assist worker		
5. Washes hands and apply gloves		
Take medicine		
1. Asks client to pour correct dose of medicine using a syringe (or measuring vial) OR worker to do if client not able.		
2. Worker(s) check that amount of medicine is correct		
3. Hands vial to client and waits for them to swallow medicine		
4. Checks client comfortable after medicine swallowed		

Performance Criteria	Competence demonstrated	Comment
5. Offers tissue to client if there are medication spills/dribbles		
6. Offers water to client if they have irritation in mouth/throat		
After procedure		
1. Washes measuring vial and leaves upturned on medicine bottle		
2. Worker(s) replace medicine to safe storage (locked location for schedule 8 medication)		
3. Worker(s) document on Communication Sheet and Medication checklist that “medication given as per instructions”		
4. Reports any issues to Coordinator		
5. Contacts Poisons line 13 1126 if needed		
6. At Day Centre or client outings the medication will be given directly to the client’s carer when she/he goes home		
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.....