

Medication information for clients and carers

In keeping with industry standards and the recommendations of the Health Department, Cerebral Palsy Alliance has a Medication Policy for all service areas.

Our policy is based on the NSW Health Department's Document PD2013_043 "Medication Handling in NSW Public Health Facilities". This document reflects the requirements of the Poisons and Therapeutic Goods Regulation 2008, NSW Health Department directives and NSW Health policies relevant to medication handling.

For you or your family member to safely be supported with medication administration, we require the following:

- All medication for regular use (both prescription and over-the-counter, including short-term medications such as antibiotics) must be ordered by the prescribing medical practitioner on a CPA Medication Authority Form. To minimise risk to clients, CPA prefers to receive typed forms from the medical practitioner rather than handwritten forms.
- All prescribed regular medication that is in oral tablet form must be packed by a pharmacist in a 'blister pack' medication compliance aid (e.g. Webster-pak) that is clearly labelled with your name (i.e. the client's) and current photo and pharmacy instructions.
- Any other prescribed medication (e.g. as required medications (PRNs), liquids, eye drops etc) must be clearly labelled with your name (i.e. the client's) and a pharmacy label.
- Over-the-counter medication does not require a pharmacist label if in its original container. However, it must be included on a Medication Authority Form. The client's name must be written on the original container.
- Any changes in medication orders must be made on the Medication Authority Form and can only be made by a doctor (or dentist for certain medications). It is your responsibility (the client's/carer's responsibility) to ensure correct and up-to-date forms are supplied to all services accessed by you (the client).
- It is recommended that you check if your regular GP has a softcopy/digital copy of the CPA Medication Authority Form. Your Site/Service Manager can email a Medication Authority Form to your GP, if requested.
- CPA cannot accept medical forms or medication forms completed by a medical practitioner who is a family member of the client, as per AHPRA's *Code of conduct for doctors in Australia*, section 4.15.

Cerebral Palsy Alliance endeavours to provide a safe environment for both clients and staff. Staff are not permitted to support clients with medication if documentation does not comply with the above. If there is any discrepancy in the documentation and/or medications provided, staff may need to contact the carer (and/or doctor/pharmacist, with your consent) for clarification.

It is acknowledged that this process requires an ongoing commitment for clients and their carers to assist staff to provide a safe system of administering medication.

Any questions regarding this policy can be directed to your CPA Site/Service Manager or the Clinical Nurse Specialist on 02 8055 0320 (Sydney) or 02 4979 4395 (Hunter and Central Coast).