

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.

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

- All medications, including regular and those taken as required (PRN), prescription and over the counter, must be prescribed by an authorised prescriber on a CPA Medication Authority Form (MAF).
- There are two versions of the CPA Medication Authority Form:
 - The Medication Authority Form (MAF) - Regular Medication – completed by the authorised prescriber for medication prescribed on a regular basis (e.g. daily, twice daily) including short term medications such as antibiotics
 - The Medication Authority Form - PRN/ Over the Counter Medication – completed by the authorised prescriber for medication prescribed on an ‘as needed’ or ‘as required’ basis including over the counter medications
- To minimise the risk to clients, CPA prefers Medication Authority Forms to be typed rather than handwritten. The forms are available on the [CPA website](#) for medical practitioners to download and complete.
- All prescribed regular medication that is in oral tablet or capsule 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 or your family member (the client).
- It is recommended that you (client/carer) check if your (you or your family member’s) regular GP has a softcopy/digital copy of the CPA Medication Authority Form. The 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 the CPA site/service manager or CSC.

[V5 – 31/10/24]