MEDICATION MANAGEMENT POLICIES AND PROCEDURES

The facility is strongly committed to managing medications safely and correctly as part of an implemented clinical governance framework. This draws on and recognises the National Model Clinical Governance Framework to focus on overall excellence of care to optimise health and quality of life outcomes for consumers.

The Medication Management Policies and Procedures version 7.2 (August 2022) encompasses some significant updates as outlined in Overview 7.2.

Policies and their associated procedures utilise current evidence-based guidelines and consider regulatory requirements and the Aged Care Quality Standards. They are designed to sit within the facility's or organisation's clinical governance framework with the endorsement of the governing body.

Individual facilities or organisations utilising these policies and procedures do so with understanding of the content, and with the responsibility to support staff in their implementation.

Version 7.2 has been changed to an online accessible document of individual policies and a set of attachments which ensures subscribers always have access to the most current version.

Updates will be made in a timely manner and advised when made with a summary of the update. Education relating to the policies and any updates can be facilitated on request.

While every effort has been made to ensure the accuracy of the content at the time of publication, Meditrax does not accept any liability, with respect to loss, damage, injury or expense arising from any errors or omissions in this document. Changes in circumstances after the time of publication may impact the accuracy of the information. No unauthorised use is permitted.

VERSION CONTROL as at 15th September 2023

The current version 7.2 replaces all previous versions which are no longer supported.

New policies and procedures 7.2	
Medicinal Cannabis	New policy uploaded to portal 24.3.2023
Medication Lubricants and Thickeners	New policy uploaded to portal 24.3.2023
Time-Critical Medications	New policy uploaded to portal 24.3.2023

Updated policies and procedures 7.2	
Medication Advisory Committee (MAC)	Updated policy to incorporate recommendations for MAC role, reporting structure for governance, and expanded agenda and terms of reference according to Guiding Principles 2022 – uploaded to portal 15.9.2023
Medication Ordering, Receipt and Expiry Date Management	Process for return of unwanted medicines expanded and transferred to 'Medications Missing or Not Administered and Return of Unwanted Medicines' – updated 23.8.2023
Roles and Responsibilities	Responsibility for competency assessments specified; updated reference – released 10.7.2023
Medications Missing or Not Administered and Return of Unwanted Medicines	Re-named policy which replaces and expands on previous 'Missing or Dropped Medication' policy to include updated procedures for the return of unwanted medicines (removed from previous 'Medication ordering, receipt, expiry dates and return' policy now renamed to 'Medication ordering, receipt and expiry date management') – released 10.7.2023
Missing or Dropped Medication	Replaced with new policy - Medications Missing or Not Administered and Return of Unwanted Medicines – updated 10.7.2023
Injections	Clarification re IV not included in policy and only considered in pandemic type situation where hospitalisation not an option and with RN training/competency/recency of practice confirmed – released 10.7.2023
Specialised Management and High Risk Medicines - Schedule 8 (S8) and Schedule 4 Appendix D (S4D) Medications - NSW	Added procedure for Refused or Dropped doses ('Nursing Home') and inclusion of process for ceased or refused medications (non-'Nursing Home') with reference to relevant policies – released 10.7.2023
Specialised Management and High Risk Medicines - Schedule 8 (S8) Appendix D and Monitored Medicines - ACT	Added procedure for Refused or Dropped doses and inclusion of process for ceased or refused medications with reference to relevant policies – released 10.7.2023
Psychotropics and Chemical Restraint	Updated consent information, RPSDM and hierarcy of consent as per updated Quality of Care Principles (Dec 2022) – released 10.7.2023
Overview 7.2.1	Minor update with set out information – released 21.4.2023
Roles and Responsibilities 7.2.1	Updated responsibilities for the Governing Body and for Managers/Directors of Nursing – released 21.4.2023
Ceased, Changed or New Medication Orders 7.2.1	Policy title change only (from Medication Order Changes) for clarity of policy content – released 21.4.2023
Transdermal Medication Patches 7.2.1	Minor update to information regarding using tape adhesive over a patch to set out of information– released 21.4.2023
Oxygen Therapy 7.2.1	Updated set out to include specific steps for oxygen prescription and decision for therapy, scope of practice, safety checklist and administration procedure – released 21.4.2023

New resources 7.2	
Medication Advisory Committee (MAC) Meeting Minutes (template)	New resource for recording MAC minutes with actions and responsibilities included in format – uploaded to portal 15.9.2023
Blank Scope of Practice for Medication Administration (ACT)	New Resource blank template for specific facility/organisation use has been uploaded to portal 15.9.2023
Blank Scope of Practice for Medication Administration (NSW)	New Resource blank template for specific facility/organisation use has been uploaded to portal 15.9.2023

Updated resources 7.2	
Medication Advisory Committee (MAC) Standard Agenda	Separate agenda created from previous Medication Advisory Committee (MAC) Standard Agenda and Terms of Reference document. The Standard Agenda has been updated and expanded according to Guiding Principles 2022 resources – uploaded to portal 15.9.2023
Medication Advisory Committee (MAC) Terms of Reference (ToR)	Separate ToR resource created from previous Medication Advisory Committee (MAC) Standard Agenda and Terms of Reference document. The ToR have been updated and expanded according to Guiding Principles 2022 resources – uploaded to portal 15.9.2023
Reference Scope of Practice for Medication Administration (ACT)	Updated as a reference document with changed scope and clarified circumstances for specific medication types based on 24-hour RN requirement and Guiding Principles for Medication Management in RACFs (Nov 2022) – uploaded to portal 22.8.2023
Reference Scope of Practice for Medication Administration (NSW)	Updated as a reference document with changed scope and clarified circumstances for specific medication types based on 24-hour RN requirement and Guiding Principles for Medication Management in RACFs (Nov 2022) – uploaded to portal 22.8.2023