

<b>Title</b>	<b>ACIA 005 - Administration of Non-Oral and Non-Injectable Medication in the Community by Support Workers</b>
<b>Purpose</b>	This guideline is to assist service providers (organisations and individuals), Participants, stakeholders, and funders in the safe and acceptable administration of non-oral and non-injectable medications in the community.
<b>Background</b>	<p>Historically, medication administration in the community was considered the role of a registered nurse. This was due to lack of guidelines or legislation for best and safe practice in support worker delivery of the medication.</p> <p>However, risk analysis by government departments and legislative requirements such as various Poisons' Acts and Boarding Houses Regulation has identified the skill and competencies required for this task. This has led to significant shift in practice.</p> <p>It is now acceptable for support workers with appropriate competency training and assessment with a registered nurse <b>or a person deemed competent by the provider</b> to administer oral medications.</p> <p>It should be noted that there is <b>no prohibition</b> under any Poisons Act in Australia for a person to administer or assist in the administration of a medication prescribed by an authorised prescriber and labelled for the Participant by a registered pharmacist.</p> <p><a href="https://www.legislation.act.gov.au/a/2008-26/current/pdf/2008-26.pdf">https://www.legislation.act.gov.au/a/2008-26/current/pdf/2008-26.pdf</a></p> <p>Guidelines, policies legislation and reports written by government and non-government organisations have been used as source documents for this policy. Research has considered legislation and reports in all states and territories of Australia.</p> <p>As participant involvement and service direction has increased it is imperative to involve the participant in all aspects of the service delivery and the direction of their services to their ability.</p> <p>It is further acknowledged that dignity of risk is an important part of this choice and control.</p>
<b>Scope</b>	<p>This guideline applies to the administration <b>of non-oral and non-injectable</b> medication in the community in Australia or Australians visiting overseas with their Australian support workers. This includes:</p> <ul style="list-style-type: none"> <li>• Eye drops</li> <li>• Ear drops</li> <li>• Metered aerosols</li> <li>• Nebulisers</li> <li>• <b>Enteral</b> medication – PEG, Naso-gastric Tube – Jejunum or Duodenum</li> </ul>

	<ul style="list-style-type: none"> <li>• Topically applied medications - creams, ointments and lotions</li> <li>• Space inhalers and Turbo-halers</li> <li>• Suppositories or ordered rectal medication</li> <li>• Suppositories or ordered vaginal medication</li> <li>• Trans-dermal medication patches</li> </ul>
<b>Disclaimer</b>	<p>This guideline is provided to help guide best practice in the community services industry. This information does not in any way replace legislative, regulatory or contractual requirements. Users of this document should seek appropriate expert advice in relation to their circumstances. ACIA does not accept any liability on the use of this guideline.</p>
<b>Desired Outcome</b>	<ul style="list-style-type: none"> <li>• To maintain a quality and safe standard of supports and services delivered</li> <li>• To reduce confusion as to when it is appropriate to use trained support workers to administer non oral and non-injectable medication to Participants in the community</li> </ul>
<b>Guideline/Policy</b>	<p><b>ACIA recommends all service providers address medication administration through their risk management program and recognise consumer directed care and dignity of risk.</b></p> <p><b>Participant’s own medication</b></p> <p>In the case of a participants’ own medication, a support worker who is <b>NOT</b> a registered nurse, endorsed enrolled nurse, doctor, dentist or pharmacist:</p> <ul style="list-style-type: none"> <li>• May provide any assistance as is necessary for the participant to take their own medication</li> </ul> <p>At the participant’s request, a support worker can administer some forms of medication, if every precaution is taken to ensure that:</p> <ul style="list-style-type: none"> <li>• The medication is current</li> <li>• For prescribed medication, that the label correctly identifies the participant</li> <li>• The dosage indicated on the label is adhered to</li> <li>• The medication is administered via the right route</li> </ul> <p><b>Support workers must:</b></p> <ul style="list-style-type: none"> <li>• Have completed competency-based training and assessment in the administration of non-oral and non-injectable medications</li> <li>• Be aware that they have a responsibility to ensure the proper use of medication</li> </ul>

	<ul style="list-style-type: none"> <li>• Report any changes or variations in the participant’s health and wellbeing and medication orders to their supervisor</li> <li>• Report when medication is refused</li> <li>• Not give any medications to a Participant that has not been ordered for that Participant</li> <li>• Not administer medication outside of their level of training and competency</li> <li>• Document the administration of medication as per the requirements of the service provider organisation</li> </ul>
<p><b>Resource Documents</b></p>	<ul style="list-style-type: none"> <li>• ACIA Guideline 002 – Provision of Paid Support Services and Nursing in the Community</li> <li>• ACIA Guideline 005 – Administration of non-oral and injectable Medication in the Community</li> <li>• ACIA Guideline 011 – Administration of Insulin in the Community by Support Workers</li> <li>• ACT The Drugs of Dependence Act 1989</li> <li>• SA Controlled Substances (Poisons) Regulation 2011 under the Controlled Substances Act 1984</li> <li>• TAS Poisons Regulation 2018</li> <li>• NT Poisons and Dangerous Drugs Act 1983</li> <li>• QLD Health (Drugs &amp; Poisons) Regulation 1996</li> <li>• VIC Drugs, Poisons &amp; Controlled Substances Act 2004</li> <li>• Guiding Principles for Medication Management in Community 2006 (Australian Pharmaceutical Advisory Council)</li> <li>• Guiding principles for medication management in residential aged care facilities – October 2012, Department of Health and Ageing, Australian Government</li> <li>• Medication Support and Administration Policy – WA HACC Program and Office of the Chief Nursing Officer, Department of Health WA</li> <li>• Guidelines for the Handling of Medication in Community-Based Palliative Care Services in Queensland, 2015</li> <li>• Medication Support and Administration Policy – WA HACC Program and Office of the Chief Nursing Officer, Department of Health WA</li> </ul>