

	Medication Procedure Home Based Support Services	Procedure Number <i>CHC-PSW-0007</i>	Version Nos: 2
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1. Purpose

This Procedure is performed as a means of ensuring client safety and West Coast District Health Board (WCDHB) Social Work Department Home Based Support Workers safety with regards to client prescribed medications.

2. Application/Responsibilities

This Procedure shall be followed by all WCDHB Social Work Department Home Based Support Staff and Fieldworkers.

3. Definitions

There are no definitions associated with this Procedure

4. Responsibility

For the purposes of this Procedure, all Social Work Department staff shall:

- ensure they abide by the requirements of this Procedure

5. Resources Required

This Procedure requires no specific resources

6. Process

- 1.00 Home based support workers or fieldworkers are under no circumstances are to assist clients to take or dispense to clients their prescribed medications.
- 1.01 If a situation arises were home based support workers are aware that clients are unable to manage the self dispensing of their medication or are presenting with adverse effects due to medications; they should contact their supervising fieldworker immediately.
- 1.02 Fieldworkers on receiving such information will contact the clients G.P. and advise of the situation immediately. Information received and action taken will be documented by the fieldworker in the clients file.
- 1.03 In situations where the clients G.P. is unavailable the fieldworker will notify either the provider senior or district nursing staff who will take the necessary action.

7. Precautions And Considerations

- All Home Based Support Workers will ensure they act with in the scope of their practice definition when following this Procedure.

8. References

There are no references associated with this procedure.

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9. Related Documents

WCDHB – Staff Accident/Incident Reporting Procedure

Revision History	Version:	2
	Developed By:	Supervising Social Worker
	Authorised By:	Supervising Social Worker
	Date Authorised:	May 2006
	Date Last Reviewed:	May 2009
	Date Of Next Review:	May 2011