

Purpose and Scope

The purpose of this Process is to support safe administration of medications as per the Cahoots Medication Management Policy.

This process applies to all participants, carers and families using Cahoots services.

Accepted medication on Cahoots Camps and Programs

Tablet medication: To be supplied in a blister (Webster) pack and accompanied by pharmacy generated signing sheet. This includes all prescription medication, PRN medications and over the counter medications.

Medications that cannot be stored in a blister (Webster) pack: Must have a pharmacy generated label attached and be accompanied by a pharmacy generated signing sheet.

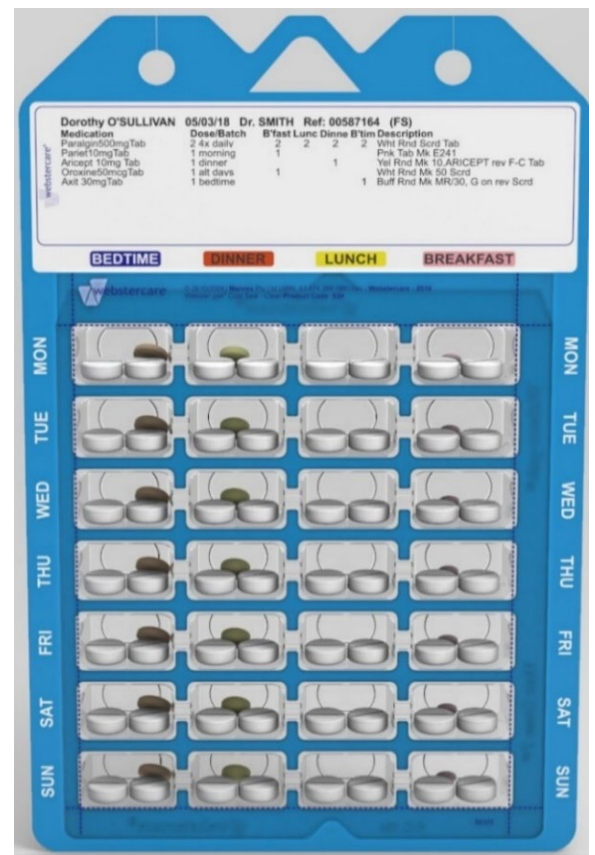
All information on the Webster packs and the accompanying signing sheets must be the same:

- Persons name
- Medication Name
- Medication Dosage
- Number of tablets
- Time to be given
- Route of administration

Example of medication that cannot be blister packed with pharmacy generated label:



Webster pack (hard plastic case shown in photo recommended to prevent damage):



Signing Sheets

All Medications must be accompanied by a pharmacy generated signing sheet.

This includes medications that cannot be blistered packed i.e. Midazolam, Ventolin, contraceptive pill etc.

Information on the signing sheet should include:

- Persons name
- Medication Name
- Medication Dosage
- Number of tablets
- Time to be given
- Route of administration

Example pharmacy generated signing sheet (may look slightly different, but information should all be the same). This illustrates how webster packed medication and non-webster packed medication can be included on the form:

SIGNING SHEET FOR REGULAR MEDICATIONS			Pharmacy 777, 355 Scarborough Beach Road, Scarborough														REGULAR DR: Dr. Phil																											
Joe Bloggs			ALLERGIES:																												DR PHONE: 1234 567 890													
START DATE: 11/01/2050																															DR ADDRESS:													
Pack Number 1 WEEK PACK																																												
BREAKFAST																																												
Medicine XYZ (500Mg)			Take One Capsule Four Times Daily On An Empty Stomach																																									
LUNCH																																												
Medicine XYZ (500Mg)			Take One Capsule Four Times Daily On An Empty Stomach																																									
DINNER																																												
Medicine XYZ (500Mg)			Take One Capsule Four Times Daily On An Empty Stomach																																									
BED																																												
Medicine XYZ (500Mg)			Take One Capsule Four Times Daily On An Empty Stomach																																									
Not Packed																																												
BFST																																												
CRM Medication 2%-15MG			Apply To The Affected Area(s) Twice Daily For 5 Days																																									
BED																																												
CRM Medication 2%-15MG			Apply To The Affected Area(s) Twice Daily For 5 Days																																									

Accepting Medication at commencement of Camp/Program:

Labels on medication packaging and blister (Webster) packs must correspond with the pharmacy generated medication signing sheet.

Signing sheets or labels on medication packaging and blister (Webster) packs are not to be altered by Cahoots staff, parents, or carers.

Hand written instructions/alterations on Webster Packs, packaging labels or signing sheets **will not be accepted** unless authorised/stamped by the dispensing pharmacy.

Medications or treatments that have passed their expiry date cannot be used.

Damaged webster packs, medication containers or illegible medication labels will not be accepted.

Webster packs must be fully intact.

Separated days will not be accepted.

Manipulation of medications

If medications are required to be manipulated e.g., crushed or concealed in food, a letter from the participants doctor must be provided detailing how to manipulate safely.



Non – Acceptance onto Camp/program

Where a participant arrives at camp/program drop off with medications not appropriately packaged, labelled, or accompanied by a signing sheet the participant and/or their family, carer, guardian etc is responsible for rectifying the issue.

Cahoots staff are not able to accept participants onto Camps or programs if the persons medications are not presented as described above.

Reference and Related Documents

- Cahoots Medication Management Policy
- NDIS Practice Standards and Quality Indicators

Versions

Version Number	Date	Description of Amendment
1.0	03/05/2022	Checklist Created

Owner	Approver	Next Review
Community Engagement Manager	CEO	Dec 2024