



# Medication Management Policy (Simple English)

## Purpose

This policy explains how Soaring Sparrows keeps participants safe with their medication.

Staff do not give, store, or manage medication unless they are a credentialed carer.

## Scope

This policy applies to:

- All staff, volunteers, and contractors
- All participants who may need medication during support or activities

## Definitions

- **Medication:** Any prescription or over-the-counter medicine
- **Self-Administration:** Participant takes their own medicine
- **Credentialed Carer:** Trained health or care professional authorised to give medication
- **Family Support:** Parent, guardian, or family member helps with medication
- **Emergency Situation:** Serious or life-threatening reaction to medication requiring urgent help

## Policy Statement

Soaring Sparrows will:

- Not handle, store, prompt, or give medication
- Allow participants to manage medication safely through:
  1. **Self-Administration** – participant manages their own medicine
  2. **Family Support** – family member helps
  3. **Credentialed Carer** – trained professional gives medication
- Staff may observe participants taking medication but will not intervene unless in an emergency

## **Procedures**

### **1. Assessment of Medication Needs**

- Support Coordinators check if participants need medication during support
- Plans made for self-administration, family support, or credentialed carer

### **2. Communication**

- Participants/families must inform staff about medication needs before programs
- Report concerns to the Director

### **3. Monitoring and Observation**

- Staff may watch participants take medication
- Do not give or prompt medication
- Report any issues or reactions to family, responsible person, or credentialed carer

### **4. Documentation**

- Note any medication issues in participant case notes
- Record if participant needs extra help planning medication schedule

### **5. Emergency Situations**

- Call emergency services immediately if participant has serious reaction
- Follow emergency procedures

## **Responsibilities**

- **Participant** – Manage their own medication or get support safely
- **Family/Guardian** – Help participant and communicate changes
- **Credentialed Carer** – Give medication safely and report issues
- **Staff** – Observe, report issues, follow emergency steps, do not give medication
- **Director** – Ensure staff understand responsibilities and follow policy

## **Related Legislation**

- NDIS Act 2013
- NDIS (Provider Registration and Practice Standards) Rules 2018
- NDIS Code of Conduct

### **Other Relevant Documents**

- Participant Care and Support Plans
- Organisational Risk Management Policy
- Emergency Response Procedures

### **Review**

This policy will be reviewed every two years or earlier if:

- Legislation, regulations, or NDIS standards change
- Feedback shows improvements are needed
- Organisational procedures or participant needs change