



Medication Management Policy

For Soaring Sparrows Pty Ltd

Document Control

- Policy Title: Medication Management Policy
 - Date Policy Developed: 24/09/2025
 - Review Date: 24/09/2027
 - Version: 1.1
 - Policy Owner: Director
-

1. Purpose

The purpose of this policy is to ensure that participants' medication needs are managed safely and appropriately while using Soaring Sparrows services. This policy clarifies the responsibilities of participants, family members, and credentialed carers in relation to medication, and ensures staff operate within organisational limits.

2. Scope

This policy applies to all Soaring Sparrows staff, volunteers, and contractors. It covers all participants who may require medication during the provision of support or activities.

3. Definitions

Medication: Any prescription or over-the-counter substance intended to treat, prevent, or manage a medical condition.

Self-Administration: The participant takes their own medication without any assistance from staff.

Credentialed Carer: A health or care professional with appropriate qualifications, credentials, or authorisation to administer medication.

Family Support: A parent, guardian, or family member who assists the participant with medication.

Emergency Situation: Any incident where a participant experiences a serious or potentially life-threatening reaction related to medication, requiring immediate medical intervention.

4. Policy Statement

Soaring Sparrows Pty Ltd does **not handle, store, prompt, administer or dispense medication**. Participants requiring medication while receiving support from Soaring Sparrows must ensure it is managed by one of the following:

1. **Self-Administration:** The participant is capable of safely managing their own medication.
2. **Family Support:** A family member or guardian assists the participant with their medication.
3. **Credentialed Carer:** An appropriately trained and credentialed health or care professional administers the medication.

Staff may happen to witness participants taking medication but will **not provide any prompting or assistance** unless they are a credentialed carer.

5. Procedures

1. Assessment of Medication Needs

- During the planning phase, Support Coordinators assess whether a participant requires medication while participating in Soaring Sparrows services.
- Plans are made to ensure participants have access to self-administration, family support, or a credentialed carer as appropriate.

2. Communication

- Participants and/or their families must inform Soaring Sparrows staff of any medication requirements prior to attending a program or service.
- Any concerns regarding medication administration or timing must be communicated to the Director.

3. Monitoring and Observation

- Staff may be present when participants take their own medication, but must **not intervene**, unless in a medical emergency (including choking).

- Staff must report any observed issues or adverse reactions to the participant's family, responsible person, or credentialed carer immediately.

4. Documentation

- Staff should note in the participant's case notes if any medication-related issues arise or if a participant requires additional support in planning their medication schedule.

5. Emergency Situations

- If a participant experiences a medical emergency related to medication (e.g., allergic reaction, overdose), staff must follow emergency procedures and contact emergency services immediately.

6. Responsibilities

Participant: Ensure their medication needs are met through self-administration, family support, or a credentialed carer.

Family/Guardian: Support participants with medication if required and communicate any changes to Soaring Sparrows staff.

Credentialed Carer: Administer medication safely if authorised, and communicate any issues to the participant and Soaring Sparrows staff.

Staff: Observe and report any medication issues, ensure participant safety, and follow emergency procedures. Staff must not administer medication unless they are a credentialed carer.

Director: Ensure all staff understand their responsibilities under this policy and oversee adherence to safe medication management practices.

7. References

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

8. Review of Policy

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

- Changes occur in legislation, regulations, or NDIS Practice Standards.
- Feedback indicates improvements are required.
- Organisational procedures or participant needs change.

Approval

Approved By: Kathryn Soar

Position: Director, Soaring Sparrows Pty Ltd

Date: 27/09/2025