

## Medication Policy

V1 – June 2023

### Overview

Palladium Private acknowledges that for some clients, prescription medication, supplements and medicines is a part of their mental health treatment plan or health treatment plan. To ensure adherence to governing regulation and adequate management of risk, the following Medication Policy applies to all staff and clients.

### **Admissions**

- It is a condition of stay that clients are able to self-manage their medication dosage in alignment with defined site policies and procedures.
- During the admissions process the client is to provide a complete and accurate list of all current medication and the details of all treating/prescribing practitioners.
- All listed practitioners will be contacted during the admission process requesting medical files and details of any prescribed medication.
- Clients are not to be offered a program placement until relevant medical records are received and reviewed by the Clinical Lead.

### **Orientation**

- At the point of orientation, all supplements, medications, and medicines will be collected by the RN during the medical screening.
- The RN will review medication against the admissions documents and records provided by the treating/prescribing practitioners. Any discrepancies will require further investigation.
- The RN will chart the medications and supplements and store medication in alignment with set Medication Management Procedures.

### **Access to Medication**

- Every weekday between 12pm and 1pm the guest will report to the RN to collect their schedule medication. Medication will be sectioned out into daily packs. The guest will sign off that the daily packs are complete and accurate.
- The daily meds will be stored in the office safe. Guests will have access to their daily medication at scheduled meals through the shift manager (DM, PM, RN, NS).
- Medication is to be managed by the shift manager in alignment with set procedures.

### ***Changes to Medication***

- Any changes to medication must be overseen by either the clients prescribing practitioner, or a medical practitioner organised by Palladium.
- All changes in medication must be made known to the Clinical Lead and Registered Nurses.
- The RN will amend the medication schedule and ensure compliant storage.
- If a new medication is prescribed the script is to be sent to the local chemist and collected by the RN and the guest. The guest is to pay for the medication.
- Once collected the RN is to amend the medication schedule.
- Staff are not permitted to give advice on medication unless they hold appropriate qualifications and AHPRA registrations.

### ***Standard of Governing Bodies***

- Palladium Private's medication Policy is in alignment with the Department of Health, AHPRA regulations and the standards set by the Therapeutic Goods Administration.
- Palladium Private is subject to un-scheduled checks by the Department of Health and non-compliance with the following procedures may result in implications for the business.
- The exchanging of prescribed medications is illegal and if clients are found to be exchanging medication, then Palladium Private reserves the right to notify the necessary authorities.
- Increasing or lowering the dosage of prescription medication is prohibited without the consultation of a doctor or medical professional.
- If a client has any concern regarding medication this is to be made known to the shift manager who will assess and elevate accordingly.

### **Client Site Policy**

Here follows the Site Policies relating to medication which apply to attending clients during their residential program. These Site Policies are presented during the admissions and orientation process. Clients are bound to these Site Policies by the agreed Terms and Conditions.

### ***Medication Policy***

- All relevant medical and therapeutic information is to be made available during the admissions process.
- All supplements, medicines and medications are to be declared during the admission process.

- All supplements, medicines and medications are to be presented to the Registered Nurse upon arrival at the Palladium Private retreat.
- Guests will be scheduled to present daily to the Registered Nurse to collect, and sign packed daily medications. These daily medication packs will then be stored in the safe until required as prescribed.
- Access to daily medication is then given at scheduled mealtimes.
- The client is responsible for ensuring they access medication at the scheduled time and has enough medication for the duration of their stay.
- Under no circumstances are clients permitted to exchange or give medication to another client, this includes analgesics and other over-the-counter medicines.
- If concerns arise that medication is being abused the RN and CL will be notified. A full assessment will be undertaken, with Palladium Private reserving the right to apply subsequent follow up actions including but not limited to program suspension.
- Any changes to medication must be overseen by either the clients prescribing practitioner, or one organised by Palladium. If a new medication is prescribed the script is to be sent to the local chemist and collected by the RN and the guest. The guest is to pay for the medication.
- All changes in medication must be made known to the Clinical Lead and Registered Nurses.