Medication Management Policy Template

Purpose:
To ensure the safe, effective, and quality management of medications across all aged care operations, protecting residents from harm through appropriate prescribing, administration, storage, and review in line with Australian legislation and the Aged Care Quality Standards.

Scope:
Applies to all clinical, nursing, and care staff involved in prescribing, administering, handling, storing, or documenting medications, including contractors and allied health professionals supporting medication management.

Policy Statement:
The organisation maintains a medication management system ensuring that:

- Medicines are used safely and effectively to achieve the best outcomes for residents.
- Staff adhere to evidence-based practices and legislative requirements.
- All medication incidents are reported, investigated, and used for quality improvement.
- Consumers and their representatives are informed and involved in medication decisions.

Legislative Context:

- Aged Care Act 1997 (Cth)
- Quality of Care Principles 2014
- Aged Care Quality Standards (Standard 3 – The Care & Service; Standard 5 – Clinical Care)
- Poisons and Therapeutic Goods Act 1966
- State/Territory medication handling regulations
- Serious Incident Response Scheme (SIRS)
- Therapeutic Goods Act 1989

Definitions:

- **Medication Management:** The system of processes related to the prescribing, dispensing, administration, monitoring, and review of medicines.
- **High-Risk Medicines:** Drugs with increased potential for harm (e.g., anticoagulants, insulin, opioids, psychotropics).
- **PRN Medicines:** Medicines administered as needed under specific guidelines.

Key Principles:

1. Safe handling, storage, administration, and disposal of all medications.
2. Administration by qualified, trained, and authorised personnel only.
3. Accurate documentation in medication charts and progress notes.
4. Regular medication review by appropriate health professionals.
5. Prompt reporting of medication errors and near misses.
6. Resident involvement in medication-related decisions.
7. Secure storage aligned with legal and clinical requirements.

Responsibilities:

- **Approved Provider:** Ensures legislative compliance and oversight.
- **Facility Manager:** Implements processes, monitors incidents, and ensures staff training.
- **Registered and Enrolled Nurses:** Administer medications, monitor effects, and report errors promptly.
- **Prescribers/Pharmacists:** Review medications and communicate changes clearly.
- **Care Workers:** Support residents and report medication anomalies or refusals.

Procedures:

1. Verify medication orders are legible, current, and authorised.
2. Store medicines securely in designated areas with temperature monitoring.
3. Administer medicines according to the "five rights": right resident, right medicine, right dose, right route, right time.
4. Document administration immediately after completion.

5. Monitor for side effects and record observations promptly.
6. Report and document medication errors, refusals, or omissions following the incident management process.
7. Ensure periodic medication reviews by a pharmacist or prescriber at least annually or as clinically indicated.

High-Risk Medicines Management:

- Maintain an up-to-date register of high-risk medications.
- Apply double-check procedures for administration.
- Review psychotropic and sedative use regularly under Behaviour Support Plans.

Storage and Disposal:

- Controlled drugs kept under lock with restricted access.
- Expired or unused medicines disposed of securely through approved pharmaceutical disposal services.

Monitoring and Review:

- Medication audits conducted quarterly.
- All medication incidents reviewed through quality improvement processes.
- Policy reviewed annually or upon regulatory changes.

Associated Policies:

- Behaviour Support Policy
- Clinical Governance Policy
- Restrictive Practices Policy
- Incident Management and Reporting Policy
- Risk Management Policy

Evidence and Records:

- Medication charts and administration records
- Incident and error reports

- Pharmacy audit reports
- Staff medication training completion records

Policy Control:

Version	Effective Date	Review Date	Policy Owner	Approved By	Status
1.0	20 January 2026	20 January 2027	Quality & Compliance Manager	Approved Provider Board	Draft

Compliance Summary:

Entity Type	Entity Name	Completion Rate	Status
Policy	Medication Management Policy	100%	FULLY COMPLIANT (100%)