

Medication Management Plan

SAMPLE

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Purpose and Scope

This Medication Management Plan sets out how [Company Name] will safely manage, administer, store and monitor medications for clients in disability and aged care settings. It is designed to protect clients, workers and visitors by ensuring that all medication-related activities are carried out in accordance with work health and safety (WHS) legislation, relevant clinical standards and best practice.

This document applies to:

- All workers, including employees, contractors, agency staff, students and volunteers who may be involved in any aspect of medication management.
- All locations where [Company Name] provides disability or aged care supports, including group homes, Supported Independent Living (SIL) environments, respite services, day programs, community-based supports and residential aged care settings.
- All forms of medication, including prescription medicines, over-the-counter medicines, complementary and alternative therapies, and high-risk medicines.

The plan focuses on managing WHS risks associated with medication handling, including medication errors, adverse reactions, manual handling risks, sharps injuries, infection transmission, psychological stress, and emergency response.

Objectives

The objectives of this Medication Management Plan are to:

- Provide clear procedures for the safe management, administration and storage of medications.
- Minimise the risk of medication errors and adverse events for clients.
- Ensure workers understand their roles, responsibilities and limitations in medication management.
- Support WHS compliance with relevant Australian legislation, standards and clinical guidelines.
- Promote a culture of safety, incident reporting, continuous improvement and learning.
- Protect workers from WHS risks associated with medication tasks, including exposure to hazardous substances and sharps.

Legislative and Standards Framework

Medication management is governed by multiple pieces of legislation and standards. [Company Name] will ensure this plan aligns with and is regularly reviewed against current requirements, including but not limited to:

- Work Health and Safety Act and Regulations in the relevant state or territory.
- Aged Care Act and associated Quality Standards (for aged care services).
- NDIS Practice Standards and Quality Indicators (for NDIS disability services).

- Poisons and Therapeutic Goods legislation and regulations in the relevant jurisdiction.
- Professional practice standards for registered health practitioners (e.g. Nursing and Midwifery Board of Australia standards, Pharmacy Board of Australia guidelines).
- Australian Commission on Safety and Quality in Health Care medication safety standards and guidance.

[Company Name] will:

- Monitor changes to WHS and clinical legislation and update this plan accordingly.
- Ensure that medication management procedures do not conflict with professional registration requirements or scope of practice limitations.

Roles and Responsibilities

Officers and Senior Management

Officers and senior managers at [Company Name] must exercise due diligence to ensure that appropriate resources, systems and processes are in place to manage medication-related WHS risks. This includes:

- Providing adequate training, supervision and supervision for medication tasks.
- Ensuring safe systems of work, including documented procedures and risk assessments.
- Allocating resources for safe storage, equipment, personal protective equipment (PPE) and secure medication disposal.
- Supporting a culture where workers can report medication incidents, hazards and near misses without fear of blame.

Managers and Supervisors

Managers and supervisors are responsible for implementing this Medication Management Plan at the service level. They must:

- Ensure workers are competent and authorised for any medication tasks they perform.
- Maintain up-to-date medication profiles and documentation for each client.
- Oversee medication audits, checks and incident reviews.
- Ensure appropriate communication with prescribers, pharmacies, families and other providers.
- Address identified risks promptly, including environmental hazards, storage issues, or workload concerns.