



Geneva
Health

Policy for Safe Administration of Medication by HCAs, Caregivers, CSWs and Psych Aids

Geneva Health International Limited encourage the safe practice of all individuals and clients associated with our organisation and in principle encourages that 'non-registered health professionals' do not administer medication unless it is absolutely necessary.

It is agreed that in some instances Geneva Health staff may be asked to give medication, and the following policy is to ensure this is as safe as possible.

1. For medication to be given by Geneva Health staff, the following criteria must be met:

- a. There is no permanent staff member on-site or available
- b. The medication is a 'standard and usual' prescribed medication for the service user.
- c. A senior member of staff e.g. Charge Nurse or House Leader provides express permission for a Geneva Health worker to give medication.
- d. Medications are prescribed in writing, meeting legal prescribing requirements.
- e. The client medication policy has been read.
- f. The 5 R's are applied:
 - Right Time
 - Right Medicine
 - Right Dose
 - Right Route (e.g. orally, with food etc)
 - Right Person

2. Geneva Health workers will NOT give medication under any circumstances where:

- a. They are not comfortable in doing so
- b. There is not adequate patient identification in place
- c. The medication is the first or second dose for the patient.

NB: If you are not comfortable in giving medications, you must advise your consultant immediately.

3. The following incidents must be immediately recorded according to client policy and/or reported to Geneva Health:

- a. Standard prescribed medications not taken, lost or refused
- b. Incorrect medication taken e.g. dose, time
- c. Medication packs not tallying with recorded totals