

## MEDICATION COMPETENCY – HOME SUPPORT ASSISTANT

**GOAL:** Home Support Assistant will identify the safe storage and demonstrate the safe administration of medications as per Home Care Medication Management Procedure (HCP- P-07).

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

PERFORMANCE CRITERIA	C = COMPETENT N = NOT COMPETENT	
Refer to Client Care Plan		
Check that medications are stored in locked box		
Review notes and medication sheet to determine if medications have been already given		
<b>Checks details on Webster Pack:</b>		
<ul style="list-style-type: none"> <li>• Clients name is clearly printed</li> <li>• Correct time for administration</li> </ul>		
<b>If medication is in original pharmacy labelled packaging:</b>		
<ul style="list-style-type: none"> <li>• Clients name is clearly printed</li> <li>• Correct time for administration</li> <li>• Directions for administration</li> </ul>		
Washes hands between each client		
<b>Checks 7 R's:</b>		
1. Right client-ask clients name and/or photo ID on client's detail page		
2. Right medication – correct number of tablets as per packaging		
3. Right dose – correct number of tablets as per packaging		
4. Right time/date – medication should only be dispensed from corresponding date/time		
5. Right route		
6. Right to refuse		
7. Right documentation – record on the Medication sheet and Client Progress Notes		
<b>Dispenses medications from Webster Pack/original package:</b>		
<ul style="list-style-type: none"> <li>• into medicine cup</li> <li>• Or client's hand</li> </ul>		
<i>(If webster pack ensure all medication is removed from section)</i>		
Hand client glass of fluid		
Stay with client until observed that medication is swallowed		
Record administration of medication on Medication Sheet Form (HCP-F-002)		
Record any refusal to medication on client medication sheet and review notes		
<b>Verbalises procedure to be followed when medication error occurs:</b>		
<ul style="list-style-type: none"> <li>• reports error to Case Manager or RN to obtain advice</li> <li>• complete Client Incident Form (HCP-F-106)</li> </ul>		
How do you administer eye drops?		
How do you administer an inhaler using a spacer?		

**MEDICATION COMPETENCY – HOME SUPPORT ASSISTANT**

1. What is the procedure that needs to be followed if a medication error is made?

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2. What are the 7 R's

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3. What would you do if a client refuses to have their medication?

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Competent:  Yes /  No

Staff signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Assessor: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Further training required:  Yes /  No

Comments:

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## MEDICATION COMPETENCY – HOME SUPPORT ASSISTANT

### IT IS ESSENTIAL TO POSITIVELY IDENTIFY YOUR CLIENT.

You cannot do this with looking at his/her photograph on the client detail page.

#### REMEMBER:

- Right person
- Right drugs
- Right dose
- Right route
- Right time and date
- Right to refuse
- Right documentation

If a **medication incident/error** occurs:

- Monitor client (dizziness, nauseous, headache, rashes, changes in breathing, drowsiness)
- Notify the Case Manager / RN for advice
- Fill in an Incident Form (HCP-F-106) and submit to Case Manager

## MEDICATION ADMINISTRATION QUESTIONNAIRE

### True or False Questions - circle your response

1. Is it necessary to wash your hands before and after assisting a client with medication?

TRUE

FALSE

2. The Home Support Assistant can assist a client in taking medications from a dosette box filled by family?

TRUE

FALSE

3. If a client's tablets are in an unlabelled bottle or box, a respite assistant is still responsible to assist with their administration?

TRUE

FALSE

4. If a client refuses their medication, you are obliged to crush the client's tablets up and hide them in the client's food to ensure they are ingested?

TRUE

FALSE

5. You should always dispense medications into a cup or spoon, not your hand.

TRUE

FALSE

## MEDICATION ADMINISTRATION QUESTIONNAIRE

### Multiple Choice Questions – circle your response

- 1. The correct way to identify a client prior to assisting with medication is to:**
  - a. Check the name on the current medication sheet
  - b. Check the name and photo on the client detail page
  - c. Ask 'are your Mrs Smith?'
  - d. Ask someone else
  
- 2. Medication should always be stored:**
  - a. In the fridge
  - b. In the dark
  - c. In a locked box
  - d. In the client's bag
  
- 3. It is alright to crush a tablet for a client as long as:**
  - a. They ask you to
  - b. It is an instruction written in the client's notes
  - c. They don't see you doing it
  - d. They have refused to swallow it whole
  
- 4. Following medication ingestion, you would immediately contact your Case Manager if you noticed:**
  - a. Unexpected drowsiness
  - b. Swelling
  - c. Changed breathing rate
  - d. All of the above
  
- 5. If, after a couple of minutes, the client spat out the tablet you had given them, would you:**
  - a. Give them a new one
  - b. Rinse the first one and give it again
  - c. Respect their right to choose and leave it
  - d. Report to your Case Manager and document on the medication sheet