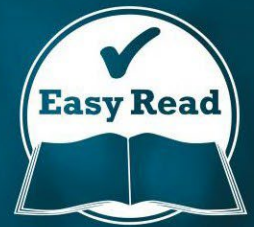


Medication



Why do we have this policy?

At New Horizons we take medication seriously.

We want to make sure you are given:



- the right medication



- the right amount of medication



- your medication on the right day, at the right time



- your medication in a safe way



- only medication that your doctor says is ok to give you.



Staff will also make sure you are the right person to give the medication to.



This document explains how we make sure these things happen at New Horizons.

We talk more about what medication is in the next section.

What is medication?

Medication is something that you take to:



- stop you from getting sick



- make you better if you are sick.



It helps your body to work how it is supposed to.



All medication that you take at New Horizons must be approved by your doctor, dentist or psychiatrist.



Every 6 months we will check that the medication you are taking is still right for you.

This is an important part of looking after your health.

How we store your medication



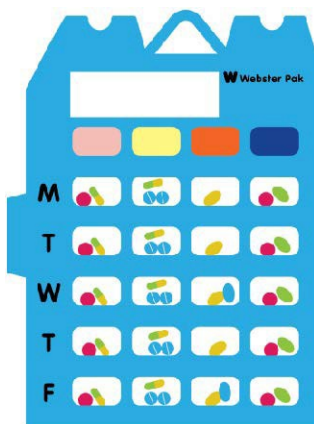
We will always keep your medicine in the box or container it came in.



We will keep it in the best place.



Your medication comes from the chemist.



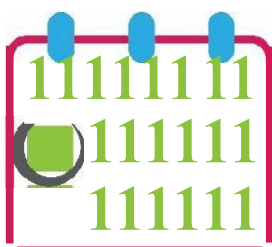
Sometimes the chemist will pack your medication in a Webster Pak.

They might do this if you take a few different medications every day.

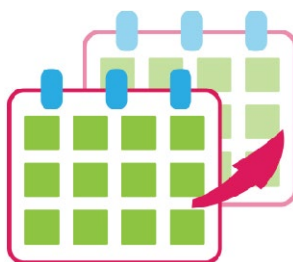
Keeping a record of medication



If you use medication we will keep a record of it.



We will record what medication you take now.



And what medication you have taken in the past.



We will make sure the record is correct and easy to read.

This is so that no mistakes are made.



When staff give you your medication they will fill out a form to record what medication you took and what time you took it.



We will keep your medication record for 7 years.



When it comes time to throw out your record, we will destroy it so that no one can ever see **it**.

Taking medication yourself



We will work out how much support you need with taking your medication.



It is best if you take the medication yourself.

This is called self-administration.



We will give you as much support and training as you need to do this.

Giving you your medication



If you are unable to take your medication yourself, we can give it to you.

Staff will follow these six rules starting with the letter 'R'.



Right person.

Staff will check you are the right person to give the medication to.



Right medication.

Staff will check your record to make sure it is your medication.



Right amount.

Staff will make sure you are given the right amount of medication.



Right time.

Staff will make sure you are given your medication at the right time of day.

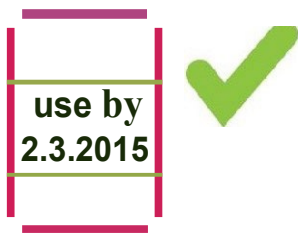
You might also need to take it with food, or after food.



Right route.

Staff will make sure your medication is given the right way.

For example, in your eye or ear.



Right date.

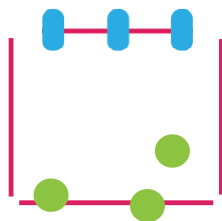
Staff will make sure your medication isn't too old.

If it is it might need to be thrown away.

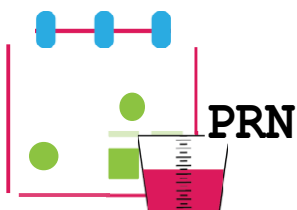
Occasional medication



There is medication that you need to take every day.



And some medication you only need to take every now and then when it is needed.



We call this PRN medication.

There are 2 reasons why PRN medication might be used.



1. For health reasons.



2. For behaviour reasons.



This may be to keep you and others safe.

This is called a restrictive practice.



You can read our policy on restrictive practices.



There is also an Easy Read version of the document.

Not taking your medication

You don't have to take your medication if you don't want to.



You have the right to say no.



Staff are not allowed to threaten or punish you.

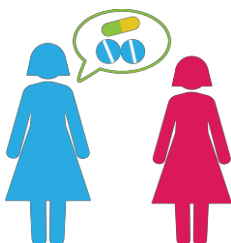


If you don't want to take your medication staff will:

- explain why it is important that you take it



- offer the medication to you again



- ask a different staff member to offer you the medication.



If you still don't want to take it staff will ask someone else for advice.

They may ask your doctor what to do.



We will write this on your medication record.

If you react to your medication



Sometimes medication can have a bad effect on you.



Something will happen that you weren't expecting.



It may not be very nice.



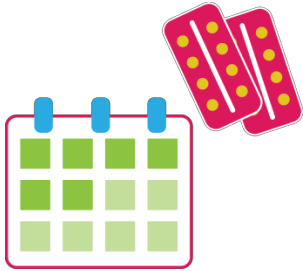
If you have a reaction to medication, staff will get you the help you need.

Medication outside of New Horizons

If you are going on an outing, or will be away, support staff will make sure:



- you, or your support person, knows how to use the medication safely



- you have enough medication to last the whole time you are away.

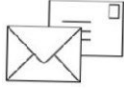
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