

Australian Capital Territory

Corrections Management (PDC: Administration of medication) Procedure 2011

Notifiable instrument NI2011-416

made under the

Corrections Management Act 2007, section 14(1) (Corrections policies and operating procedures)

1 Name of instrument

This instrument is the *Corrections Management (PDC: Administration of medication) Procedure 2011*.

2 Commencement

This instrument commences on the day after it is notified.

3 Policy

I make the

PDC: ADMINISTRATION OF MEDICATION PROCEDURE

attached to this instrument, to facilitate the effective and efficient management of correctional services.

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Executive Director
ACT Corrective Services
21 July 2011



**PERIODIC DETENTION CENTRE:
ADMINISTRATION OF MEDICATION
PROCEDURE**

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Purpose

To outline the procedure to ensure the prompt and appropriate administration of medication to detainees at the Periodic Detention Centre (PDC).

Authority

Legislation

Corrections Management Act 2007, sections 14 and 53.

Crimes (Sentence Administration) Act 2005, Part 5.2

Scope

This procedure relates to the administration of medication to detainees.

Nurses or other qualified medical practitioners coordinate all medication. It is mandatory that this process be monitored by a corrections officer to reduce the incidents of medication trafficking within the PDC.

Medication may be issued by a nurse or qualified medical practitioner, limited to paracetamol or prescription medications. In the absence of Justice Health Services staff, and following detailed instructions left by Justice Health Services staff, a corrections officer may issue medication to a detainee.

When a nurse or qualified medical practitioner issues the medication, they are to be escorted and monitored by a corrections officer at all times.

Procedure

Administration of Medication

Step	Action	Responsibility
<u>1</u>	Detainee to present for medication.	Corrections Officer
<u>2</u>	Detainee positively identified.	Corrections Officer
<u>3</u>	Medication issued.	Health Professional/ Corrections Officer

<u>4</u>	Detainee drinks a cup of water.	Health Professional/ Corrections Officer
<u>5</u>	Verify medication swallowed.	Corrections Officer

Step 1

The detainee is to attend the medication area with his/her detainee identification.

The corrections officer must ensure that the detainee:

- has his/her sleeves rolled down;
- pockets are turned out;
- is holding nothing except water and means of identification; and
- has open clothing around the neck to ensure that no medication can be secreted.

Step 2

All detainees must be positively identified by the corrections officer.

Step 3

The medical staff, in full view of the corrections officer, issues medication.

Step 4

The detainee is to drink a cup of water whilst facing the staff member responsible for issuing the medication.

Step 5

After receiving the medication the detainee must state their full name.

The detainee must then open their mouth, raise their tongue and using their index finger, run their finger around their mouth.

Where the corrections officer is satisfied that the detainee has taken their medication, the detainee will leave the area. Where the corrections officer has any doubt as to whether the medication has been swallowed, the detainee will be separated from other detainees until the corrections officer is satisfied that the medication has been swallowed.

Related Policies and Procedures

PDC Access to health care policy

Version Control

Owner: Correctional Officer Grade 4 (CO4), Periodic Detention Centre
Document Location: <http://www.legislation.act.gov.au/ni/current/c.asp>
Review Cycle: This policy should be reviewed every 24 months or when associated ACTCS policies or procedures are amended.

Amendment History				
Version no.	Issue date	Amendment details	Author	Approval
1.0	July 2011	Initial policy	Governance Unit, ACTCS	Executive Director, ACTCS