

Medication Management

Policy Number 1.020

Policy Function Continuum of Care

Issue Date 9 September 2019 (*eMeds minor updates 19 July 2022*)

Summary This guideline provides clear, safe and comprehensive guidelines for the prescribing, dispensing, administration, supply, storage, disposal and distribution of medications in Justice Health and Forensic Mental Health Network.

Responsible Officer Executive Director Clinical Operations

Applicable Sites

- Administration Centres
- Community Sites (e.g. Court Liaison Service, Community Integration Team, etc.)
- Health Centres (Adult Correctional Centres or Police Cells)
- Health Centres (Youth Justice NSW)
- Long Bay Hospital
- Forensic Hospital

Previous Issue(s) Policy 1.020 (Sept 2016; May 2013)

Change Summary

- Updated Hyperlinks
- Updated formatting with new network Guidelines

TRIM Reference POLJH/1020

Authorised by Chief Executive, Justice Health and Forensic Mental Health Network

1 Preface

This policy outlines the prescription, dispensing, administration, supply, storage, disposal and distribution of all medications in Justice Health and Forensic Mental Health Network (the Network) and the mandatory compliance with Ministry of Health (the Ministry) policy directives and guidelines, State Legislation and Network guidelines, procedures and safe work practices.

Guidelines and procedures for the safe and quality use of all medications within the Network are developed and approved under the auspices of the Network Drugs and Therapeutics Committee which includes clinicians from pharmacy, medical and nursing professions.

The Network Medication Guidelines, Prescribing Formulary, Nurse Initiated Medication Protocols, Standing Orders Protocol and all other specialised medication protocols, procedures and guidelines have been developed and approved to provide all clinical staff with a comprehensive guide to the supply, prescription, administration, storage and disposal of medication in the Network.

2. Policy Content

2.1 Mandatory Requirements

The Network Medication Guidelines, Prescribing Formulary, Nurse Initiated Medication Protocols, Standing Order Protocols and all other specialised medication protocols, procedures and guidelines incorporate the requirements of the NSW [Poison and Therapeutics Goods Act \(1966\)](#), [Poisons and Therapeutic Goods Regulations \(2008\)](#), and Ministry [PD2013_043 Medication Handling in NSW Public Health Facilities](#).

The Network Medication Guidelines and associated documents are available on the Network [Intranet](#), and staff must refer to these for all procedures relating to the management of medications.

2.2 Implementation - Roles & Responsibilities

All staff must ensure that their practice is informed by the Network Medication Guidelines and associated documents and should refer to them regularly to ensure compliance with these documents.

3. Procedure Content

The Network Medication Guidelines and associated documents must be regularly reviewed by the Network Drugs and Therapeutics Committee which includes clinicians from pharmacy, medical and nursing professions.

3.1 Guidelines and Procedures Information Source

Ministry policy directives and guidelines and the Network protocols, procedures, guidelines, and safe work practices can be accessed via the Network Intranet.

3.1.1 Accessibility of Guidelines and Procedures

All staff must have electronic access to Ministry policy directives and guidelines and the Network protocols, procedures, guidelines and safe work practices.

3.1.2 Guideline and Procedure Compliance

Protocol, Procedure and Guidelines compliance must be regularly undertaken through structured observational audits by the Network Drugs and Therapeutics Committee. Longitudinal review of compliance performance and associated action plans must be undertaken regularly.

4. Definitions

Must

Indicates a mandatory action required to be complied with.

Should

Indicates a recommended action to be followed unless there are sound reasons for taking a different course of action

The Network Medication Guidelines and associated documents

Incorporates the Network Medication Guidelines, The Network Prescribing Formulary, Nurse Initiated Medications Protocols, Standing Orders Protocols and all other specialised Medication Protocols and Guidelines.

Medication Chart

Refers to a paper-based (Long Stay Medication Chart, National Inpatient Medication Chart) or electronic medication order.

Patient Health Record

A hybrid record of paper-based and electronic information pertaining to the health of the patient.

5. Legislation and Related Documents

Legislations

[Poison and Therapeutics Goods Act \(1966\)](#)

[Poisons and Therapeutic Goods Regulations \(2008\)](#)

The Network Policies and Procedures

[Adolescent Nurse Initiated Medications Protocols](#)

[Adolescent Standing Orders Protocols](#)

[Adult Nurse Initiated Medications Protocols](#)

[Adult Standing Orders Protocols](#)

[Antimicrobial Stewardship Policy](#)

[Drug and Alcohol Procedure Manual](#)

[Courier and Postal Services](#)

[FH Procedure Management & Reporting of Opioid Substitution](#)

[Treatment in the Forensic Hospital](#)

[FH Procedure NRT Management of Nicotine Dependant Patients in the Forensic Hospital](#)

[FH Procedure Pharmacy Ordering](#)

[Guidelines for the Management of Constipation](#)

[Guidelines for the Management of Patients on Anticoagulation Therapy](#)

[High Risk Medicine Management Framework](#)

[Medication Guidelines](#)

[Prescribing Formulary](#)

[Procedure Manual for the Management of Patients on Clozapine](#)

[Psychotropic Medications - Guidelines for Prescribing and Monitoring Use within Custodial and Forensic Mental Health Settings](#)

The Network Forms

SMR130.007 *Medication Management Plan*

NSW Health Policy
Directives, and Guidelines

[PD2013_043](#) *Medication Handling in NSW Public Health Facilities*