

## Purpose and Scope

The purpose of this procedure is to support the safe administration of medication in accordance with the Cahoots Medication Management Policy.

This procedure applies to all participants, carers and families using Cahoots services.

## Accepted medication on Cahoots Services

Tablet medication: To be supplied in a blister (Webster) pack and accompanied by pharmacy generated signing sheet. This includes all prescription medication, PRN medications and over the counter medications.

Medications that cannot be stored in a blister (Webster) pack: Must have a pharmacy generated label attached and be accompanied by a pharmacy generated signing sheet.

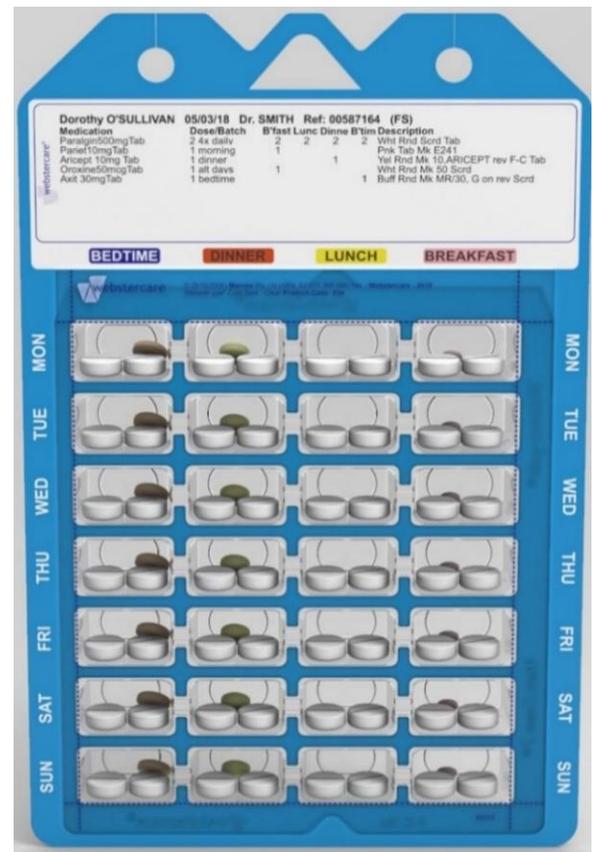
All information on the Webster packs and the accompanying signing sheets must be the same:

- Person's name
- Medication Name
- Medication Dosage
- Number of tablets
- Time to be given
- Route of administration

### Example of medication that cannot be blister packed with pharmacy generated label:



### Webster pack (hard plastic case shown in photo recommended to prevent damage):



## Signing Sheets

All Medications must be accompanied by a pharmacy generated signing sheet.

This includes medications that cannot be blistered packed i.e. Midazolam, Ventolin, contraceptive pill etc.

Information on the signing sheet should include:

- Persons name
- Medication Name
- Medication Dosage
- Number of tablets
- Time to be given
- Route of administration

Example pharmacy generated signing sheet (may look slightly different, but information should all be the same). This illustrates how webster packed medication and non-webster packed medication can be included on the form:

<b>SIGNING SHEET FOR REGULAR MEDICATIONS</b>		Pharmacy 777, 355 Scarborough Beach Road, Scarborough		REGULAR DR: Dr. Phil																																																												
<b>Joe Bloggs</b>		<b>ALLERGIES:</b>		DR PHONE: 1234 567 890																																																												
START DATE: 11/01/2050				DR ADDRESS:																																																												
<b>Pack Number 1</b>	<b>WEEK PACK</b>	<table border="1"> <tr><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th><th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th><th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th><th>Sun</th></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> </table>														Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8
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<b>BREAKFAST</b>																																																																
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## Accepting Medication at commencement of Cahoots Services:

Labels on medication packaging and blister (Webster) packs must correspond with the pharmacy generated medication signing sheet.

Signing sheets or labels on medication packaging and blister (Webster) packs are not to be altered by Cahoots staff, parents, or carers.

Hand written instructions/alterations on Webster Packs, packaging labels or signing sheets **will not be accepted** unless authorised/stamped by the dispensing pharmacy.

Medications or treatments that have passed their expiry date cannot be used.

Damaged webster packs, medication containers or illegible medication labels will not be accepted.

Webster packs must be fully intact.

Separated days will not be accepted.

## Manipulation of medications

If medications are required to be manipulated e.g., crushed or concealed in food, a letter from the participant's doctor must be provided detailing how to manipulate safely.



## Non – Acceptance onto Cahoots Services

Where a participant arrives at drop off with medications not appropriately packaged, labelled, or accompanied by a signing sheet the participant and/or their family, carer, guardian etc is responsible for rectifying the issue.

Cahoots staff cannot accept a participant onto a service if their medications are not packaged and documented as described above.

## Reference and Related Documents

- Cahoots Medication Management Policy
- NDIS Practice Standards and Quality Indicators

### Versions

Version Number	Date	Description of Amendment
1.0	03/05/2022	Checklist Created
2.0	05/03/2026	Reviewed and updated the Medication Checklist for Participants to improve clarity, update terminology, and align with current medication management practices.
<b>Owner</b>	<b>Approver</b>	<b>Next Review</b>
Community Engagement Manager	CEO	March 2028