

Policy 23	Subcutaneous Injections
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Record of policy development		
Version	Date approved	Date for review
2.0	May 2019 - CEO	January 2021

Policy purpose: COASTLINK strives to provide the safe and acceptable administration of Subcutaneous Injections in the community by Support Workers

Policy: Each client requiring subcutaneous injections receives appropriate support relevant and proportionate to their individual needs and specific subcutaneous injections and medication administered. Risk is managed appropriately whilst ensuring all services are delivered.

Relevant Standards

NSW Disability Service Standards:

- | | |
|------------------------------|-----------------------|
| 1. Rights | 4. Service Access |
| 2. Participation & inclusion | 5. Service Management |
| 3. Individual outcomes | |

NDIS Practice Standards:

1. Rights and Responsibilities
2. Provision of Supports
3. Support Provision Environment
4. High Intensity Daily Personal Activities
5. Specialist Behaviour Support
6. Implementing Behaviour Support Plans
7. Early Childhood Supports

Aged Care Quality Standards

- | | |
|---------------------------------------------------|---------------------------------------|
| 1. Consumer dignity and choice | 5. Organisation's service environment |
| 2. Ongoing assessment and planning with consumers | 6. Feedback and complaints |
| 3. Personal care and clinical care | 7. Human resources |
| 4. Services and supports for daily living | 8. Organisational governance |

Related Legislation & References

- [National Disability Insurance Scheme \(Provider Registration and Practice Standards\) Rules 2018](#)
- [National Disability Insurance Scheme \(Complaints Management and Resolution\) Rules 2018](#)
- [National Disability Insurance Scheme Act 2013](#)
- [National Disability Insurance Scheme Code of Conduct](#)
- [NDIS Quality and Safeguards Commission](#)
- [United Nations Convention on the Rights of Persons with Disabilities](#)
- [Commonwealth Privacy Act 1988](#)
- [Commonwealth Home Support Programme Guidelines](#)
- [Aged Care Act 1997 \(Cth\), Schedule 2 User Rights Principles 2014. Charter of Rights and Responsibilities – Home Care](#)
- [Better Practice Guide to Complaints Handling in Aged Care Services \(2013\)](#)
- [Children and Young Persons \(Care and Protection\) Act 1998](#)
- [Aged Care Quality & Safety Commission](#)
- [Guiding Principles for Medication Management in Community 2006 \(Australian Pharmaceutical Advisory Council\)](#)

Related Procedures	
Documents/Forms	

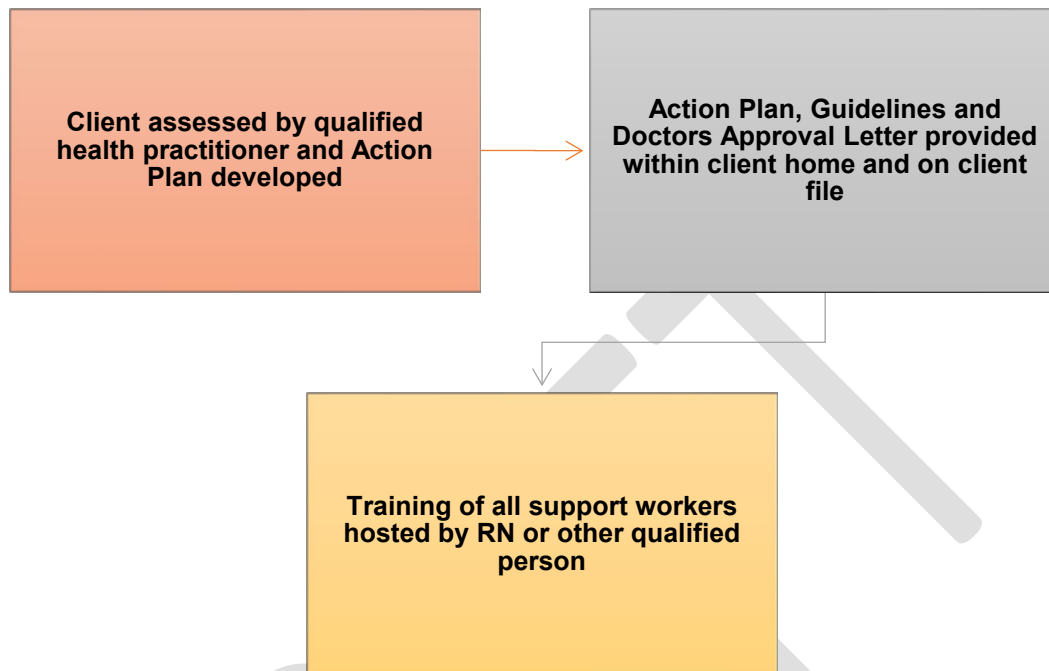
Responsibilities and delegations

This policy applies to:	It will be distributed through:
Clients Employees/volunteers	Client handbook, Coastlink website, Coastlink brochures Employee/volunteer handbook, shared drive
Policy approval	CEO

Definitions

Refer to Definitions list at front of Coastlink Policy and Procedure Manual

SUBCUTANEOUS INJECTIONS PROCEDURE OVERVIEW



SUBCUTANEOUS INJECTIONS PROCEDURE

Subcutaneous Injections (S/C) are considered a low risk area of injectable and this is often administered by the client or family.

The risk is very low as there are no significant blood vessels, muscles, ligament or organs that could be damaged in the process.

22.1 Assessment of Client Requirements

Each client is involved in the assessment and development of the plan for their subcutaneous injections which includes dosage measurement and calculation. With their consent, each client's health status is subject to regular and timely review by an appropriately qualified health practitioner. The plan identifies how risks, incidents and emergencies will be managed, including required actions and escalation to ensure client wellbeing. The procedure and Doctors approval (below) is attached to medication order and retained in the home of the Client with a copy retained by COASTLINK within the client file.

22.2 Procedures and Guidelines

- COASTLINK will provide the treating doctor with the guideline on administration of subcutaneous injection by Support Workers
- COASTLINK will ensure that there is documented written orders by a qualified health practitioner prescribing the medication that trained support workers may administer subcutaneous injection.
- There is a written procedure for administration of medication by subcutaneous injection by a Support Worker to the client.
- The procedure and Doctors approval are attached to medication order and retained in the home of the client with a copy retained by Coastlink.
- A registered nurse or a person deemed competent by Coastlink will develop an Action Plan to address any incident or emergency in relation to their subcutaneous injection or medication error
- The Action Plan identifies escalation and management of any incident or emergency, which aligns directly to Coastlink's policy on medical maladministration (See Policy 11.6 Medication Management).
- All Support Workers must complete competency-based training by a registered nurse, doctor or a person deemed competent by COASTLINK - relating specifically to the client injection and medication needs, managing a related incident and understanding the basic knowledge relating to the medication being delivered. Support Workers must also have a basic understanding of the client's related health condition.

The approval to implement individual services in accordance with this Guideline remains at the discretion of the treating doctor.

See attached template: Doctors Order for medication to be Administered via subcutaneous injection by Support Workers

DOCTORS ORDER FOR INSULIN TO BE ADMINISTERED BY SUPPORT WORKERS AS PER THE PROVIDERS MEDICATION GUIDELINES

Date:

Patient/Client Details Name:

DOB:

Address:

To Whom It May Concern

This is to certify that in accordance with Coastlink's Subcutaneous Injections Policy on the Administration of medication via subcutaneous injection in the Community by Support Workers, I consent for Support Worker/s who have been comprehensively trained and signed off as competent by a suitably skilled person, to administer medication via subcutaneous injection as per my Medication Order that is in place.

Doctor's Details

Name:

Provider number:

Phone number:

Stamp:

Doctor's Signature: