

USE OF WEBSTER PACKS

1. Purpose and Scope

The purpose of this document is to outline the use of Webster Packs and other approved containers in the management of AT HOME CARE client's medications. This instruction applies to all AT HOME CARE services and workers.

It should be read in connection with AT HOME CARE's policy on Management of Medication Policy and Procedure.

2. Instructions

A Webster-pack is designed to reduce the possibility of error and comply with AT HOME CARE's medication management policy. Webster-packs and other containers can **ONLY** be dispensed by a pharmacist or under the direct supervision of a pharmacist.

If medication **IS NOT** in a Webster Pack or other approved container, then AT HOME CARE workers **ARE NOT** to provide the medication and they should contact their Engagement Coordinator immediately for further instructions.

The Engagement Coordinator will either escalate the call to the AT HOME CARE Clinical Team or to the client's Case Manager/Support Coordinator or other representative where appropriate.

Where liquid medications are used, which generally relate to our paediatric clients, these are either to drawn up by the client's parents or a registered nurse.

If there has been a change to the client's medication such as such as adding new or removing medication it is **IMPORTANT**, workers notify their Engagement Coordinator and the client's Case Manager/Support Coordinator or other representative where appropriate.

Should the Webster Pack not have been updated by the Pharmacist AT HOME CARE workers **ARE NOT** to provide clients with their medication and should contact their Engagement Coordinator for further advice.

3. Review of the Instructions

This instruction will be reviewed on a two-yearly basis. However, if at any time the instruction is no longer appropriate in its current form, it will be reviewed immediately and amended accordingly.

4. Related Documents

Management of Medication Policy and Procedure
A guide for families regarding the safe administration of medication
Consent Policy and Procedure
Medication Consent Form
Medication Incident Report/Register and associated documentation
Reportable Incident, Accident and Emergency Policy and Procedure
Complaints and Feedback Management Policy and Procedure
Complaints and Feedback Form
Medication Signing Sheet (Pharmacy Provided)

5. References



NDIS Quality and Safeguards Commission 2018
NIDS Provider Registration and Practice Standards 2021