



HOW TO FILL IN A MEDICATION CHART

SELF ADMINSTERED

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Smart

If client has a medication chart this is required to be filled in if specified in care plan:

For consumers who self-administer-

- You are to check when you attend shifts if client has taken their medication correctly. Care plan should indicate how often and when their medications are taken (E.g., Morning + night/ just morning/ 3 times a day).
- If you can see in webster pack that the night and morning medications have been taken or have not been taken you are expected to reflect medication chart accordingly. So that we have record of how compliant client has been with there medication.
- You are to label the date that reflect with a 'S' (S= Self-administered), if the medication has been missed please indicate with a '-' and flag in progress note.
- If you attend shift in the morning you are expected to check if client has taken night medication if they have or haven't you been expected to fill in chart accordingly. The same goes with mid-day medication, if you can see the client has taken the pervious days lunch time medication, please fill out chart accordingly.
- If the client goes into hospital or has a period not in AQC care, please label the dates accordingly. For example: Hospital stay label with a H or A for absent.
- If client refuses to take the medication, please label with 'R' for refused.

It is critical that medication charts are filled in to reflect how complaint the consumer is being with there medications, it is also a legal requirement and can have ramifications on yourself and AQC. So please ensure you fill charts in correctly and if you are not aware of how they are to be completed please notify the office so that we can assist accordingly.