

# Administering Medication to young people

## When to use this procedure

Use this procedure for issuing pre-prepared medication provided by a Justice & Forensic Mental Health Network (J&FMHN) Registered Nurse (RN) to young people, when:

- J&FMHN Registered Nurse is not on duty,
- transporting employee must issue medications to a young person during movements and/or absences from centre (e.g. attending court, supervised outings), and/or
- young person/s in the Waratah Unit are issued medication under the 'Justice Health self-medicate program'.

## Before using this procedure

First time using this procedure? Read and understand the following:

- [Duty of care.](#)
- [Contacting After Hours Nurse Manager for Medical Instruction.](#)
- [Contacting After Hours Nurse Manager for medical instruction \(flowchart\).](#)

## Start using this procedure

### Your responsibilities

Find your role. Find what you need to do.

Role	When required	Responsibilities
All Employees	Always	Supervising Employee <a href="#">steps</a>
Transporting Employees	Always	Transporting Employee <a href="#">steps</a>
Admissions Employees	Always	Admissions Officer <a href="#">steps</a>
Unit Manager	Always	Unit Manager <a href="#">steps</a>
Assistant Unit Manager	in the absence of, or as directed by Unit Manager	Unit Manager <a href="#">steps</a>
Shift Supervisor	in the absence of, or as directed by Unit Manager	Unit Manager <a href="#">steps</a>
Duty Manager	Always	Duty Manager <a href="#">steps</a>
Assistant Manager (generalist)	Always	Assistant Manager (G) <a href="#">steps</a>

## Procedural steps

Role	Responsibilities
All Employee	<p data-bbox="438 353 890 387">If you are a <b>supervising employee</b>:</p> <p data-bbox="438 432 671 465">People you need;</p> <ul data-bbox="438 501 1038 607" style="list-style-type: none"><li data-bbox="438 501 1038 535">• J&amp;FMHN Registered Nurse (J&amp;FMHNRN)</li><li data-bbox="438 535 695 568">• Unit Supervisor</li><li data-bbox="438 568 679 607">• Duty Manager</li></ul> <p data-bbox="438 645 1300 712">■ [Redacted]</p> <p data-bbox="438 748 922 781">■ [Redacted]</p> <p data-bbox="438 824 1345 891">■ [Redacted]</p> <p data-bbox="438 898 1390 965">■ [Redacted]</p> <p data-bbox="438 972 1233 1005">■ [Redacted]</p> <p data-bbox="438 1012 1339 1079">■ [Redacted]</p> <p data-bbox="438 1086 1362 1153">■ [Redacted]</p> <p data-bbox="438 1169 679 1202">■ [Redacted]</p> <p data-bbox="438 1245 1201 1279">■ [Redacted]</p> <p data-bbox="438 1285 1284 1319">■ [Redacted]</p> <p data-bbox="438 1326 959 1359">■ [Redacted]</p> <p data-bbox="438 1366 1252 1400">■ [Redacted]</p> <p data-bbox="438 1406 1206 1440">■ [Redacted]</p> <p data-bbox="438 1447 1327 1514">■ [Redacted]</p> <p data-bbox="438 1520 1374 1554">■ [Redacted]</p> <p data-bbox="438 1561 1227 1594">■ [Redacted]</p> <p data-bbox="438 1601 1051 1635">■ [Redacted]</p> <p data-bbox="438 1641 1348 1709">■ [Redacted]</p> <p data-bbox="438 1715 676 1749">■ [Redacted]</p> <p data-bbox="438 1756 1329 1789">■ [Redacted]</p> <ul data-bbox="486 1796 1272 1924" style="list-style-type: none"><li data-bbox="486 1796 1272 1852">■ [Redacted]</li><li data-bbox="486 1859 740 1892">■ [Redacted]</li><li data-bbox="486 1899 1201 1933">■ [Redacted]</li><li data-bbox="486 1939 1125 1973">■ [Redacted]</li></ul> <p data-bbox="438 1980 793 2013">■ [Redacted]</p> <p data-bbox="438 2020 1287 2054">■ [Redacted]</p> <p data-bbox="438 2060 1026 2094">■ [Redacted]</p>

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<p><b>Transporting Employee</b></p>	<p><b>Movement to court, transit/transfer and/or other planned movements</b></p> <p>People you need:</p> <ul style="list-style-type: none"> <li>• Admissions Officer</li> </ul> <p>[Redacted text]</p> <ul style="list-style-type: none"> <li>■ [Redacted text]</li> <li>■ [Redacted text]</li> <li>■ [Redacted text]</li> </ul>
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<b>Admissions Officer</b>	Movement to court / other movements conducted after hours ( <a href="#">Movements to Court procedures</a> )



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<b>Unit Manager</b>	<p>People you need:</p> <ul style="list-style-type: none"><li>• Justice &amp; Forensic Mental Health Network Registered Nurse (J&amp;FMHNRN)</li><li>• J&amp;FMHN After Hours Nurse Manager</li><li>• Unit Employee</li><li>• Unit Supervisor</li></ul> <p>[REDACTED]</p> <ul style="list-style-type: none"><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li></ul> <p>[REDACTED]</p> <ul style="list-style-type: none"><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li></ul> <p>[REDACTED]</p> <ul style="list-style-type: none"><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li><li>■ [REDACTED]</li></ul> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <ul style="list-style-type: none"><li>■ [REDACTED]</li></ul>

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<p><b>Assistant Manager (G)</b></p>	<p>People you need:</p> <ul style="list-style-type: none"> <li>• Justice &amp; Forensic Mental Health Network Registered Nurse (J&amp;FMHNRN)</li> <li>• Justice &amp; Forensic Mental Health Network Nursing Unit Manager (NUM)</li> <li>• Unit Manager</li> <li>• Centre Manager</li> </ul>
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• Training Development Officers (TDO)

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**Legislation**

- Children (Detention Centres) Act 1987***
- Children (Detention Centres) Regulation 2015***

**Change log**

<b>Date</b>	<b>Reason for change</b>	<b>Details of change</b>
1 September 2009	All Juvenile Justice Centre Procedures have been changed to reflect the restructure within Juvenile Justice Centres.	The position of Unit Coordinator has been deleted and replaced with Shift Supervisor or Assistant Unit Manager.
05 August 2010	SCT no longer applies.	Removed SCT reference. updated to current procedural format
22 June 2011	review of document currency	Updated to meet agency current requirements
18 December 2012	review procedure and include directions for Waratah self-medicate program	clarified roles and responsibilities added directions for managing J&FMHN self medicate program  added steps for AM(G)added links to legislation