## 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.

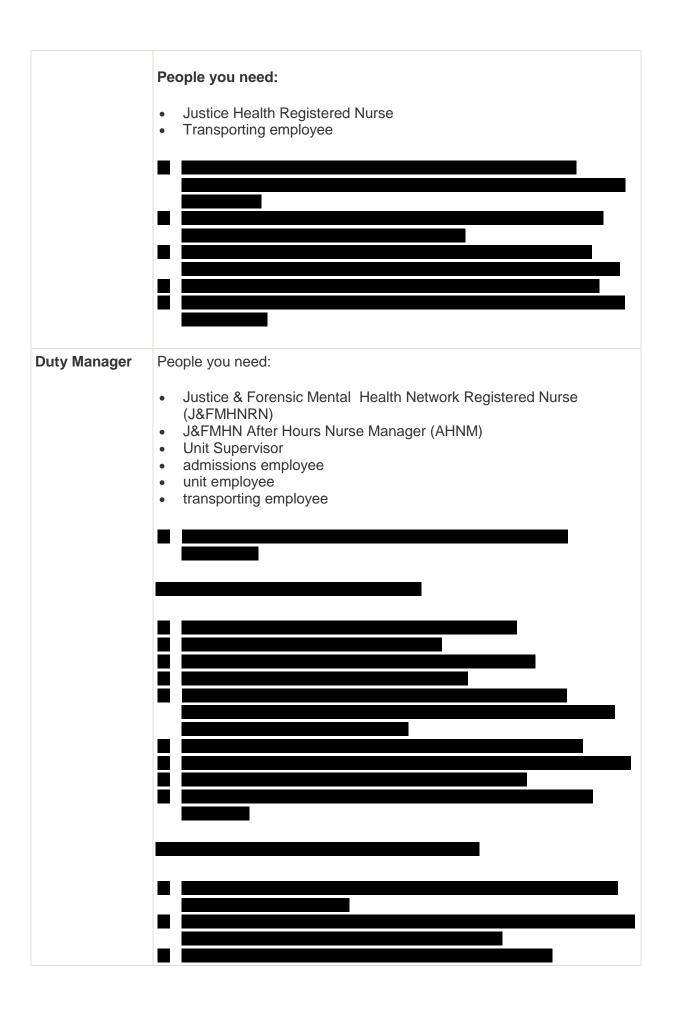
Role	When required	Responsibilities
All Employees	Always	Supervising Employee <u>steps</u>
Transporting Employees	Always	Transporting Employee <u>steps</u>
Admissions Employees	Always	Admissions Officer steps
Unit Manager	Always	Unit Manager <u>steps</u>
Assistant Unit Manager	in the absence of, or as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

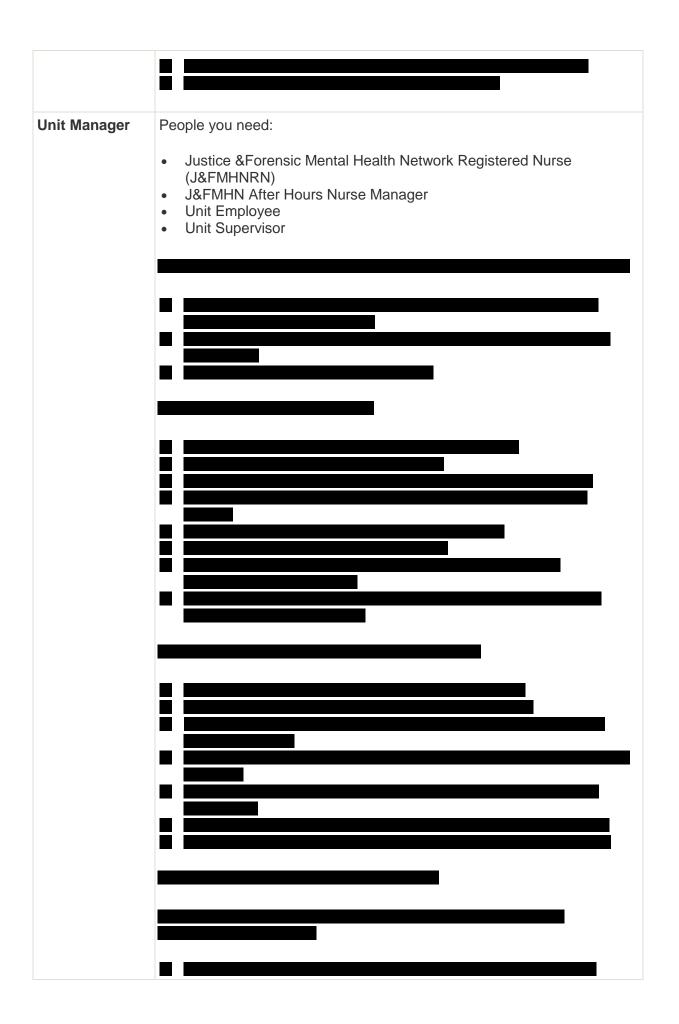
# Procedural steps

Role	Responsibilities	
All Employee	If you are a supervising employee: People you need; J&FMHN Registered Nurse (J&FMHNRN) Unit Supervisor Duty Manager	













## Legislation

## Children (Detention Centres) Act 1987 Children (Detention Centres) Regulation 2015

## Change log

Date	Reason for change	Details of change
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