

	<b>ONE2ONE POLICY</b>			
	<b>Title</b>	Subcutaneous Injections	<b>Policy No</b>	67
	<b>Indicator</b>	SM1 – High intensity personal activities	<b>Reviewed</b>	19/06/2024

## 1. PURPOSE AND SCOPE

This policy seeks to ensure the safe and effective administration of subcutaneous injections to One2One consumers, maintaining high standards of support and compliance with the Quality Safeguards Commission’s high-intensity support descriptors for subcutaneous injections. This policy applies to all One2One staff and volunteers authorised and trained to administer subcutaneous injections to consumers.

## 2. POLICY STATEMENT

One2One, in collaboration with consumers, families, and health professionals, commits to ensuring that personnel providing subcutaneous injections are fully informed, trained, and equipped to do so effectively and safely.

## 3. DEFINITIONS

- **Subcutaneous Injection:** A method of administering medication into the layer of fat and tissue just under the skin.
- **Clinician:** A medical professional who is registered and authorised to practice medicine and prescribe treatments.
- **Aseptic Technique:** Procedures used to prevent contamination from pathogens, ensuring a sterile environment during medical procedures.
- **Needlestick Injury:** A penetrating wound from a needle or other sharp object that may result in exposure to bloodborne pathogens.
- **Personal Protective Equipment (PPE):** Clothing and equipment worn to minimise exposure to hazards that cause serious workplace injuries and illnesses.
- **Consumer:** A person receiving services from One2One.
- **Support Plan:** A document outlining the specific actions required to support a consumer's medical and personal care needs.
- **Orientation:** The process of introducing and training new staff members on the specific needs and support requirements of the consumer they will support.

## 4. POLICY CONTENT

One2One management is responsible for ensuring staff are trained and competent, and for managing training records. Staff authorised to administer injections must adhere to guidelines and maintain accurate documentation. Consumers and families are to provide relevant medical history, documentation and input on staff suitability. Service Coordinators are responsible for liaising with consumers, staff, volunteers and relevant clinicians to ensure any concerns about One2One services are raised and responded to.

Staff and volunteers must be deemed competent in administering subcutaneous injections annually and ideally this should occur in the consumer's home, covering the injection procedure, site identification, aseptic techniques, and sharps management. Staff who have not completed training and been deemed competent are not permitted to administer injections and staff who have not utilised these skills for more than 3 months must undergo refresher training.

Subcutaneous injections are only to be administered based on directions from a clinician, detailing medication specifics, administration route, injection sites, and any special instructions. Staff and volunteers are not permitted to work outside the scope of their role and must seek clarification and updated guidance for any changes from a clinician.

To mitigate risk of needle stick injury, staff and volunteers must use safety-engineered needles, follow standard precautions, and dispose of sharps correctly. They must verify directions from a clinician before administration and adhere to proper techniques and procedures.

Each consumer must have a documented management plan, approved by a clinician, in relation to subcutaneous injections and their related health condition. The plan must detail procedures in relation to the subcutaneous injection device and explore actions to reduce risks, respond to incidents, and handle emergencies. These plans should be regularly reviewed and updated. Staff must receive an orientation to the consumer they support, including access to their consumers subcutaneous injection and health condition plans. Wherever possible, new staff should buddy with existing staff or family members during orientation. Consumer and family feedback on staff suitability will be sought.

Accurate documentation is essential for each subcutaneous injection administered, including date, time, medication, dosage, injection site, and any observations or adverse reactions. This record should be kept in the consumers home with copies collected by One2One for monitoring and audit purposes.

Standard infection control procedures, including hand hygiene and PPE use, must be followed. Aseptic techniques should be used to prevent contamination, and sharps must be disposed of in designated containers. Staff and volunteers must report any needlestick injuries to the Service Coordinator immediately.

## **5. PERFORMANCE STANDARDS**

The following performance standards will indicate that the measures specified in section 4 are working effectively:

- All personnel administering subcutaneous injections will complete annual training and demonstrate competency in injection procedures, aseptic techniques, and sharps management.
- Training records will be maintained and tracked.
- Written directions from a clinician will be checked before administering injections and then subcutaneous injection documented.
- Each consumer will have a comprehensive management plan that is regularly reviewed and updated. Consumers and families will be involved in developing and reviewing plans.
- New staff will receive orientation specific to the consumer they will support which will include written information on the consumer's injection needs and health conditions.
- All incidents will be documented and reported immediately.
- Emergency response procedures will be followed as outlined in the care plan.

- Post-incident reviews will be conducted to improve future practices.

## **6. RELATED DOCUMENTS**

- Waste Management policy
- Medication Management & Protocols policy
- Infection Control Policy
- Incident Management policy
- Consumer Incident Report form
- Subcutaneous Injection Training plan
- Training and Competency policy

## **7. POLICY REVIEW**

This policy will be reviewed on a two-yearly basis. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy will be reviewed immediately and amended accordingly.

Authorised: Director – One2One