


Work Health Safety: Safe Work Practice: Personal & Medical

Application of ear drops

 Risks	Risk Level	Risk Controls
Infection of people from clients blood and other fluids	Likelihood: B Consequence: 3 Rating = HIGH	<input checked="" type="checkbox"/> Provide prompt first aid as per this Safe Work Practice, gloves protecting staff
Infection of client from open wound	Likelihood: B Consequence: 3 Rating = HIGH	<input checked="" type="checkbox"/> Provide prompt first aid as per this Safe Work Practice
Client/staff emotional distress due to fear of serious health problems or lack of confidence in first aid response	Likelihood: C Consequence: 4 Rating = MODERATE	<input checked="" type="checkbox"/> Provide prompt first aid as per this Safe Work Practice with staff providing necessary reassurance to client and Coordinator supporting staff.
Poisoning from person having the wrong medication	Likelihood: E Consequence: 4 Rating = LOW	<input checked="" type="checkbox"/> At Day Care or client outings will store medication securely if client is unable to keep it safe from others or self <input checked="" type="checkbox"/> Staff to check the name of the medication is the name of client receiving medication

Equipment required:.

<i>Mercy Services equipment</i>	<i>Others equipment</i>
Worker to wear <u>footwear</u> that is fully enclosed, slip resistant sole, water repellent/resistant and provides adequate support.	Prescribed ear-drops, cotton wool
Personal Protective Equipment required: gloves	

Activity	Worker behaviour	Client/other's behaviour
(a) Prepare	<ol style="list-style-type: none"> At Day Centre or client outings staff will encourage clients to keep their medication secure. Staff will only store it and/or remind client if the client repeatedly demonstrates they cannot or if requested to assist by their carer. In such cases the medication will be kept in a locked place at the Day Centre or with staff in transit/ during an outing. Worker will ask clients permission before gathering ear drops and cotton wool from within the client's home. Worker to bring disposable gloves. 	Clients should have ear drops and tissues available
(b) Safety check	<ol style="list-style-type: none"> Check Care Plan/Run sheet for instructions especially which ear needs drops Check the instructions on the bottle to ensure correct client, correct medication, correct dosage and expiry date OR if non- 	Worker should ensure that other clients are kept away from the situation and that their needs are attended due during this first aid situation.

Activity	Worker behaviour	Client/other's behaviour
	<p>prescription ear drops check the dosage and frequency instructions on the bottle and if possible confirm details with client.</p> <ol style="list-style-type: none"> 3. Check date ear drops were opened – if so check whether the date written on the label means they have expired. OR if the bottle has not been opened write the date you are opening it on the bottle. 4. Get client's permission to apply ear drops 5. Explain procedure for instilling drops and what the client needs to do to assist you 6. Wash hands and apply gloves 	
(c) Application of Ear Drops	<ol style="list-style-type: none"> 1. Remove the top of ear drops without contaminating the tip or inside of top. 2. Ensure client has head tilted with damaged ear facing upwards 3. Gently lift ear lobe up and out. 4. Instill ear-drops into ear canal. Do not touch ear with container. 5. Gently place cotton wool in ear. 	Client to follow workers instruction and stay still when requested
(d) After procedure	<ol style="list-style-type: none"> 1. Remove gloves and wash hands. 2. Store ear-drops as directed 3. Ensure client is comfortable 4. Dispose of rubbish appropriately 5. Report any issues to Coordinator 6. Contact Poisons Information Centre -phone 13 1126 – if there are concerns of incorrect dose of substance 7. At Day Centre or client outings the medication will be given directly to the client's carer when she/he goes home. 	
(e) Follow-up	<ol style="list-style-type: none"> 1. Document any incident and report it to your Coordinator immediately 	

As at 30/06/14 this Safe Work Practice is authorised for use in:

<i>Service</i>	<i>Position</i>
Home Care Packages	Community Care Assistant
Home Support Program/NDIS	Community Care Assistant
Residential Aged Care	Assistant in Nursing

Date for review of safe work practice: June 2017 (or if injury or changes require)

COMPETENCY ASSESSMENT

Application of ear drops

Employee _____

Assessor _____

Date _____

Desired Outcome:

Apply ear drops as prescribed with a minimum of distress or discomfort to the client and worker.

Knowledge required:

Staff must have a first aid certificate

Performance Criteria	Competence demonstrated	Comment
Prepare		
1. Day Centre/client outing staff securely store eye drops - only if client cannot		
2. Seeks client's permission prior to gathering equipment		
Safety Check		
1. Checks Care Plan/Run sheet for instructions		
2. Checks label on container to ensure the correct client, correct drops, correct dosage and expiry date of medication OR if non-prescription ear drops checks the dosage and frequency instructions on the bottle and if possible confirms details with client.		
3. Checks date ear drops were opened – if so checks whether the date written on the label means they have expired. OR if the bottle has not been opened writes the date on the bottle.		
4. Gets client's permission		
5. Explains procedure for instilling drops and what the client needs to do to assist you		
6. Washes hands and apply gloves		
Application of Ear Drops		
• Removes the top of ear drops without contaminating the tip or inside of top		

<ul style="list-style-type: none"> • Ensures client has head tilted with damaged ear facing upwards 		
<ul style="list-style-type: none"> • Gently lifts ear lobe up and out. 		
<ul style="list-style-type: none"> • Instils ear-drops into ear canal. Does not touch ear with container. 		
<ul style="list-style-type: none"> • Gently places cotton wool in ear. 		
After procedure		
<ul style="list-style-type: none"> • Removes gloves and washes hands. 		
<ul style="list-style-type: none"> • Stores ear-drops as directed 		
<ul style="list-style-type: none"> • Ensures client is comfortable 		
<ul style="list-style-type: none"> • Disposes of rubbish appropriately 		
<ul style="list-style-type: none"> • Reports any issues to Coordinator 		
<ul style="list-style-type: none"> • Contacts Poisons line 13 1126 if needed 		
<ul style="list-style-type: none"> • Medication is given directly to the Day Centre client's carer – if applicable 		
Follow-up		
<ul style="list-style-type: none"> • Documents any incident and reports it to your Coordinator immediately 		

Is the worker assessed as being competent? YES NO

Any required follow up action/training: _____

Signature of employee..... Date.....

Signature of assessor Date.....