

Name			
Arrival Date		Departure Date	

All medication must be clearly labelled and correct before arriving for Short Stay Accommodation.

ALL MEDICATIONS MUST MATCH DOCTOR'S AUTHORITY			
ALL medication <i>must</i> match the Doctor's Authority or summary sheet to detail dose and how many times a day, if a PRN it needs to be stated on the Doctor's Authority.			
	Tablet Medication	Creams, Lotions & Liquids	Episodic (Short Term)
Packaging	Ensure ALL tablet medication is Webster packed, including over the counter medication such as Panadol, vitamins etc.	All packaging must have <i>no</i> leaks, splits or broken seals.	If medications are required at day or community program/work, they should be contained in a separate Webster pack.
Labelling	Ensure that the front and back of Webster Packs are labelled with the person's name by the Pharmacist.	Ensure that all medications are labelled with the person's name and details of the product by the Pharmacist.	Ensure that all medications are labelled with the person's name and details of the product by the Pharmacist.
Dose	The back of Webster Pack should include details of the medication name and dose, and a description of the tablets including colour, shape, size & markings	The Doctors Authority and Pharmacists label should have details of use, how many times a day and where to apply.	Pharmacists label should have details of use, how many times a day and dose. Episodic (e.g. antibiotics) <i>must</i> have doctor's authority or Patient Medication Profile

Condition	Medication is NOT to be squashed, melted, discoloured or broken. There should be NO cracks, perforations/holes or moisture in packs.	All medications <i>must</i> be within expiry date.	All medications <i>must</i> be within expiry date.
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Please take this Checklist to your pharmacist to help you and the LWB Team to ensure your medication check-in is correct and to eliminate the need for you to correct medication errors.

Pharmacist Check List	
Medication supplied matches the doctor’s authority. If generic brand medications are used, please include printed descriptions outlining shape, size, and colour	<input type="checkbox"/>
All medication in tablet form is placed in a Webster pack	<input type="checkbox"/>
The description on the back of the pack; dose, administration times, colour, size, shape, markings etc., MUST match the contents inside the cell. This includes ALL medications whether PRN, regular, episodic, over counter medication or vitamins.	<input type="checkbox"/>
Webster Pack labelling matches medication enclosed, even if generic is used as an alternative.	<input type="checkbox"/>
Creams, lotions and drops are labelled with the use of; application site; and are within the expiry date.	<input type="checkbox"/>
Please include a Patient Medication Profile, complete with sign off.	<input type="checkbox"/>

It is important that medications are packed correctly so we can safely administer what has been prescribed. LWB takes the safety of everyone concerned very seriously so we ask the people we support to follow these steps to enable a safe and positive STA experience.