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| Women's and Children's Health | Drug Policy | Draft – 6 |
| Use of Complementary & Alternative Medicines (CAM) by Inpatients in RCH | | Revision: 1 <input type="checkbox"/> Approved: 08/10/2002 <input type="checkbox"/> Approved By: HEC <input type="checkbox"/> Next Review: October 2004 |

1. Policy Statement

Royal Children's Hospital has a duty of care to all patients to ensure that complementary and alternative medicines (CAM) used within the hospital, whether patient/parent administered or not, are used as safely as possible taking into account quality, safe dosage and storage, and appropriate usage.

This Policy applies to CAM where use is initiated by in-patients or by their parents/guardians, and the CAM is brought into the hospital to be administered use during their stay in hospital.

It does NOT apply where use of CAM is initiated and prescribed by RCH clinicians. These fall within general RCH policies about the supply, administration, and safe storage of medicines.

2. Persons Affected

patients, parents/guardians; medical and nursing staff; pharmacists.

3. Definition of Terms

Complementary or Alternative Medicines (CAM) are non medically prescribed substances (which are not 'over the counter' medicines), which people use with therapeutic intent. (Therapeutic Goods Act, 1989)

The term 'non medically prescribed substance' includes medicines that are herbal; homoeopathic; nutritional (vitamins & minerals); health food supplements (e.g. royal jelly); and includes topical preparations (e.g. essential oils, herbal creams)

4. Responsibilities

**REFER TO FLOW DIAGRAM FOR THE PROCESS (Appendix A;
<http://www.rch.unimelb.edu.au/clinicalguide/...>)**

Responsibilities of Patient or Parent/Guardian

- To notify RCH clinical staff of what CAM they are using and/or wish to use during their inpatient stay (see medical and nursing responsibilities);
- To obtain approval from their treating consultant if they wish to use the CAM during the inpatient stay
- To sign the CAM Usage statement Part A: "*CAM Usage with Medical Approval*" **OR** Part B: "*CAM Use Against Medical Advice*";
- To supply the CAM;
- To take responsibility for administering appropriate doses of CAM unless in exceptional circumstances* and the consultant decides and orders that it should be given by RCH staff.
- To notify nursing staff of the CAM used - when, and in what dose;
- Record each dose given on the "*Complementary and Alternative Medicine Record Sheet*" (Attachment to Medication Chart MR52)
- To give the CAM to nursing staff to safely store it in the locked ward imprest cupboard or drug trolley and to clearly label with patient's name

Responsibilities of RCH Clinical Staff:

- on admission, medical, nursing and pharmacy staff should specifically ask about patient use of CAM when taking the medication history;

- RCH clinical staff should NOT administer CAM / permit the administration of CAM by parents or patients except according to the RCH CAM policy

Medical Officer/ Consultant

- to seek information about the likely clinical effects of the patient's CAM and provide this information to parents if requested
- to provide RCH CAM parent/patient brochure
- ensure the parent/guardian signs *the "Complementary and Alternative Medicines - Usage statement MRI28"* if they wish to continue to use the CAM (either **Part A** where there IS consultant approval **OR Part B** if it is used AGAINST medical advice);
- record any use of CAM in the medical record and on the discharge summary (including if they are not used during inpatient stay). The information recorded should include:
 - discussions regarding the approval process;
 - when and how administered;
 - who is responsible for administration.
 - the name of CAM being used;
 - in what dosage; and
- record and report any adverse reactions as per RCH policy;

Consultant

- consider continued in-patient use of CAM if requested by parent/guardian and document decision in patient record
NB: approval can only be given by the consultant (either in person or over the phone)

Ward Nurses

- to provide a copy of RCH "*CAM parent/patient brochure*" if not provided by medical staff;
- monitor use and safe storage of CAM
- safely store CAM in the locked imprest cupboard or drug trolley and provide it to parent(s) when they are to give a dose
- give the CAM on the parent's behalf in exceptional circumstances only*

****Exceptions to policy of self / parent administration:***

There will be exceptional circumstances where use of CAM is requested by patient / parent and approved by the consultant but the patient / parent cannot reasonably self administer the medicine. If one of these circumstances applies, the consultant may order / prescribe that the CAM be administered by the hospital staff in the usual way.

Exceptional circumstances are where use of CAMs has been approved by the consultant, but:

- the patient is unable to take it (eg: due to age, medical condition etc); *and*
- the consultant agrees and is prepared to take the responsibility.

5. Quality Standards

All CAM used in RCH under this policy must satisfy one of the following minimum standards of quality to be approved for use in the hospital. Consult Drug Information Services if unsure. CAM used at RCH must:

- have an AUST L or AUST R number indicating they are listed or registered by the Therapeutic Goods Administration;

OR

- be in a special category of non-registered complementary or alternative medicines being used in clinical trials, or as part of the Special Access Scheme;

AND

- have adequate information as to contents and dosage, and have this information on the label.

4. Reference Documents

Link to Guideline [http://www.rch.unimelb.edu.au/clinicalguide/...](http://www.rch.unimelb.edu.au/clinicalguide/)

Links to education ppt presentation

Commonwealth Therapeutic Goods Act 1989 & RCH Pharmacy Procedure Manual