

OFFICIAL

SA Health

Policy

User-applied Labelling of Injectable Medicines, Fluids and Lines

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Version 4.0

Approval date: 30 August 2023

PDS Reference No: D0240



Government
of South Australia

SA Health

1. Name of Policy

User-applied Labelling of Injectable Medicines, Fluids and Lines.

2. Policy statement

This policy sets out the mandatory requirements that apply across SA Health in relation to user-applied labelling of injectable medicines, fluids and lines through SA Health's adoption of [National Standard for User-applied Labelling of Injectable Medicines Fluids and Lines](#).

3. Applicability

This policy applies to all employees and contracted staff of SA Health; that is all employees and contracted staff of the Department for Health and Wellbeing, Local Health Networks (including state-wide services aligned with those Networks) and SA Ambulance Service.

This policy applies in particular to staff who provide services on behalf of SA Health involved in the preparation and administration of injectable medicines, fluids and lines in clinical areas.

4. Policy principles

- > We promote safe use of injectable medicines.
- > We support standardisation for user-applied injectable medicines.
- > We will apply the [National Standard for User-applied Labelling of Injectable Medicines Fluids and Lines](#).

5. Policy requirements

- > All SA Health employees and contractors must comply with the [National Standard for User-applied Labelling of Injectable Medicines Fluids and Lines](#) ('Labelling Standard') which SA Health has adopted as a mandatory requirement.
- > Local Health Networks and health services must have local systems and procedures in place to ensure implementation of the Labelling Standards in relation to user-applied labelling of injectable medicines, fluids and lines.

6. Mandatory related documents

The following documents must be complied with under this Policy, to the extent that they are relevant:

- > [Accreditation to National Safety and Quality Health Services Standards Policy](#)
- > [Clinical Communication and Patient Identification Clinical Directive](#)
- > [Patient Incident Management and Open Disclosure Policy](#)
- > [National Standard for User-applied Labelling of Injectable Medicines Fluids and Lines](#)
- > [Clinical Communication and Patient Identification Clinical Directive](#)
- > [Standardised terminology, abbreviations and symbols to be used when communicating about medicines: "Spell it Out" Policy](#)

7. Supporting information

- > [Spell it out: Standardised terminology, abbreviations and symbols to be used when communicating about medicines Standards](#)
- > [National Standard for User-applied labelling of Injectable Medicines, Fluids and Lines Additional resources and tools.](#)
- > [SA Health Labelling Recommendations implementation pack.](#)
- > [Australian Commission on Safety and Quality in Health Care, National Safety and Quality Health Service Standards](#)
- > [Australian Commission on Safety and Quality in Health Care, Safety and Quality Improvement Guide Standard 4: Medication Safety](#)

8. Definitions

N/A

9. Compliance

This policy is binding on those to whom it applies or relates. Implementation at a local level may be subject to audit/assessment. The Domain Custodian must work towards the establishment of systems which demonstrate compliance with this policy, in accordance with the requirements of the [Integrated Compliance Policy](#).

Any instance of non-compliance with this policy must be reported to the Domain Custodian for the Clinical Governance, Safety and Quality Domain and the Domain Custodian for the Risk, Compliance and Audit Policy Domain.

10. Document ownership

Policy owner: Domain Custodian for the Clinical Governance, Safety and Quality Policy Domain

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11. Document history

Version	Date approved	Approved by	Amendment notes
4.0	30/08/2023	Deputy Chief Executive, Clinical System Support and Improvement	Transfer to new Policy Framework template and requirements.
3.0	20/01/2016	-	Reviewed and updated to reflect name change to National Standard for User-applied Labelling of Injectable Medicines, Fluids and Lines.

2.0	07/03/14	-	Updated links and template
1.0	22/08/11	-	PE Approved version

12. Appendices

Nil

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