

## Dose Administration Aid Client Education Checklist - PHC Remote

When commencing a client on a [Dose Administration Aid](#) (DAA), the topics on the checklist below should be discussed with the client and/or carer.

TOPICS	EDUCATION POINTS
1 <b>Getting your medicines in a Dose Administration Aid</b>	This Dose Administration Aid (DAA) contains your medicines for the next week. Your medicines are already divided into when you need to take them each day.
2 <b>Why you are using a Dose Administration Aid</b>	A DAA helps you to take: <ul style="list-style-type: none"> <li>✓ the right medicine (<i>learn about the medicine/s</i>)</li> <li>✓ in the right way</li> <li>✓ at the right time (<i>use of sun/moon stickers</i>)</li> <li>✓ in the right amount</li> </ul>
3 <b>Make sure you have your Dose Administration Aid</b>	The health centre staff will show you how to check that you have been given your DAA – you will need to check your name, types of tablets etc. Health staff may also check your HRN is on the DAA. You should check your DAA each time you use it. This helps you to become familiar with your medicines.
4 <b>How to use your Dose Administration Aid</b>	Health centre staff will show you how to check that you have the pouch for the correct time, remove the medicines from the pouch and take them. Never take medicines out of the pouch until you are ready to take them. Some medicines may be packed into your DAA still within their foil packaging. Remember to remove these from their foil packaging prior to taking them.
5 <b>How to get another Dose Administration Aid before you run out of medicines</b>	You can collect your DAA from the health centre during opening hours. Make sure you get your next supply in good time so that you don't miss taking your medicines. Let health staff know if you lose your medicines or have any other problems with your DAA.
6 <b>Looking after your Dose Administration Aid</b>	Keep your DAA in a safe, cool, dry place Don't leave the DAA anywhere it may be exposed to excessive heat or humidity e.g. the car, verandah, direct sunlight, or bathroom. Keep your DAA away from children.
7 <b>Bring your Dose Administration Aid to the health centre</b>	Bring your DAA with you every time you visit the health centre.
8 <b>What to do with unused medicines in your Dose Administration Aid</b>	Never throw medicines in the rubbish bin / sink / toilet. Take any unused medicines to the health centre for safe and correct disposal.

*Note: This checklist does not include education related to general medication management. Staff should utilise education resources, such as the Australian Medicines Handbook, Medicines Book for AHWs, or other relevant resources to provide medication related education to clients and/or carers.*