

Midstream (West Lancs) Ltd.

Medication Policy:

The Board of Directors / Trustees of Midstream (West Lancs) Ltd wish to ensure that clients with medication needs receive appropriate care and support at Midstream. This includes administering medication during working hours.

In the interest of safety **everyone** attending Midstream **must** comply with our medication policy & procedures. In particular, parents and carers are urged **not** to send clients into Midstream with **any** medication (prescribed and/or over the counter medication) without prior agreement with the Medications Administrator(s) named in this policy. No one is permitted to have medication in their bags, pockets or lockers. All medication must be stored in our secure medication cabinet which is accessed only by our care staff.

This policy relates to both prescribed AND unprescribed medication(s).

Prescribed medication includes prescribed/dietician recommended nutritional supplements, inhalers, insulin and epilepsy rescue medication(s). Please note that in the case of epilepsy rescue medication an up to date Epilepsy Management Plan must be in place before rescue medication can be accepted. It is the responsibility of the parents/cares to obtain this from the relevant Neurological Centre Consultant or Specialist Epilepsy Nurse at each review and present this to Midstream before the client next attends. Midstream will not take any responsibility for not knowingly following an Epilepsy Management Plan which has been superceeded and not made available to Midstream.

Non-prescribed 'over the counter' medications(s) include for example, paracetamol for the relief of a headache or optrex eye drops to relieve dry/tired eyes. It is recognised that that some parents/carers may request Midstream to administer non-prescribed medication to a client. In this circumstance, the parent/carer must follow this policy and the policy procedure as detailed on page 2.

Medication(s) will only be administered once a "Client Medication Start Form" has been completed fully by the Parent or Guardian or Carer of the client concerned and returned to the person named below at Midstream (West Lancs) Ltd, along with the relevant medication.

**THE NAMED PERSON(S) RESPONSIBLE FOR THE ADMINISTRATION OF
MEDICATION START AND STOP FORMS AT MIDSTREAM ARE :**

**MARY-EMMA BROWNBILL
or in her absence
KERRIE FATH**

**NO MEDICATION WILL BE ADMINISTERED WITHOUT WRITTEN
PERMISSION IN PLACE.**

Medication(s) must be contained in the original dispensing bottle or packaging with the name of the person to whom the medication has been prescribed clearly legible.

The dosage and frequency of dosage must be clearly and legibly displayed upon the original dispensing bottle or packaging.

The medication(s) must be within their expiry date.

NO SUBSTITUTE CONTAINERS WILL BE ACCEPTED

All medication arriving at Midstream must be handed over by a parent / carer / taxi driver to an appropriate member of staff at reception. Parents / carers / taxi drivers should wait whilst the medication is checked by an appropriate staff member before leaving.

Anyone who is transported by Midstream's minibus service should hand over medications for checking on the doorstep.

All medication at Midstream must be stored within a secure medicine storage cabinet.

Cessation of Dispensing Medication:

When cessation to the dispensing of authorised medication is to occur, Parent/Carers or Guardians must complete a "Client Medication Stop Form". This form must be returned to the named person at Midstream (West Lancs) Ltd to ensure that medication information and instructions are current and appropriate to the health & wellbeing of the client.

Dispensing Medication:

Medication(s) will only be administered to clients by staff employed by Midstream (West Lancs) Ltd and they will adhere strictly to the following procedure:-

MEDICATION MUST BE DISPENSED BY TWO MEMBERS OF STAFF, ONE TAKING THE LEAD TO DISPENSE, THE OTHER CONFIRMING THAT THE FIRST STAFF MEMBER IS DISPENSING THE CORRECT MEDICATION, DOSE AND FREQUENCY TO THE CORRECT PERSON.

It is the responsibility of the staff members dispensing medication to ensure written permission to administer medication has been given by the Parent/Carer or Guardian. Additionally, staff must ensure that Midstream (West Lancs) Ltd has agreed to administer the medication on behalf of the Parent/Carer or Guardian.

IF THERE IS ANY DOUBT REGARDING PERMISSION HAVING BEEN GRANTED, CLARIFICATION WILL BE SOUGHT FROM A SENIOR MANAGER WHO WILL CONTACT THE PARENT/CARER OR GUARDIAN.

The client name, dosage, frequency/time of dose and expiry date must be checked before dispensing. Any illegible instructions must be checked back to the completed 'Client Medication Start Form.'

The two dispensing staff members must ensure the person receiving the medication is the person for whom it is intended.

WHEN DISPENSING MEDICATION TO MORE THAN ONE CLIENT, MEDICATIONS MUST BE ADMINISTERED TO ONE CLIENT AT A TIME.

DISPENSING CUPS ARE PROVIDED FOR USE. TABLETS SHOULD BE TAKEN FROM THEIR PACKAGING AND PLACED DIRECTLY INTO A CUP TO BE HANDED TO THE CLIENT.

The prescribed medication and dosage must be taken by the client in the presence of the two staff members administering the medication.

THE DETAILS OF THE MEDICATION GIVEN WILL BE RECORDED WITHIN THE MEDICATION BOOK AT THE TIME OF DISPENSING, ALONG WITH THE RECIPIENTS NAME, DOSAGE, TIME OF ADMINISTRATION AND TWO STAFF INITIALS.

After Dispensing Medication:

The staff members will ensure there is no adverse reaction to the medication given.

Staff will ensure that all bottle tops and medication packaging is secure and any “tamper seals” are activated.

Medication will be returned to the secure medicine storage cabinet.

Staff will double check they have completed the medication book fully.

The medication book will be returned to its designated place within the staff room.

When exiting the staff room with the client, staff will ensure that the staff room door is locked and secured.

IF MEDICATION IS TO BE RETURNED HOME, IT MUST ONLY BE RETURNED TO THE CLIENT’S DRIVER / ESCORT WHEN THEY ARE ABOUT TO BOARD TRANSPORT HOME.

UNDER NO CIRCUMSTANCES ARE CLIENTS TO BE ALLOWED UNSUPERVISED ACCESS TO MEDICATION DURING THE WORKING DAY.

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It is unacceptable for errors to be made when administering medication. However, in the very unlikely event that an error is made e.g. wrong dosage/wrong medication/missed medication, the members of staff making or discovering an error must immediately report this to Mark Saxon Operations Manager or, in his absence, another member of the Senior Management Team. The staff member making or discovering an error must also complete an incident report form for action by a Senior Manager.

The Senior Manager will immediately take any necessary remedial action. He/she will also notify a parent/carer/guardian. The Senior Manager will record the error, any remedial action taken and notification of parent/carer/guardian in the medication record book and on the incident report form.

ANY MEMBER OF STAFF FAILING TO ABIDE BY THE MEDICATION POLICY/PROCEDURES WILL FACE DISCIPLINARY ACTION.