

## **Midstream (West Lancs) Ltd.**

### **Medication Policy:**

The Board of Directors / Trustees of Midstream (West Lancs) Ltd wish to ensure that service users 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 a service user 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.

It is essential that parents/carers and staff understand what prompting, observing and administering medication means at Midstream.

#### prompting:

We will remind service users that it is time to take their medication and invite them to accompany staff to complete this procedure.

#### administering:

Staff will prepare a service user's medication, administer it to them and fully document the procedure.

#### observing & supporting:

Whilst administering medication staff will observe and support a service user during and after the procedure using a person centred approach.

Whilst we would like to merely prompt or observe service users to self medicate independantly, the environment at Midstream does not safely allow us to do so. Therefore, **all** service user medication **must** be administered by Midstream staff in accordance with this policy.

***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/carer 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 service user 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 :**

**KERRIE FATH  
or in her absence  
HAYLEY JACOBSEN**

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

Medication(s) both prescribed and unprescribed must be contained in the original dispensing bottle or packaging.

The name of the person for whom the medication is intended must be clearly legible on the bottle or packaging.

The dosage and frequency of dosage must also be clearly legible on 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 to the driver or escort.

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

### **Cessation of Administering Medication:**

When cessation to the administering of authorised medication is to occur, Parent/Carers or Guardians must complete a "Client Medication Stop Form". 'Start' and 'Stop' forms 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.

**Medication(s) will only be administered to service users by staff employed by Midstream (West Lancs) Ltd. They will have completed 'Medications' training and will be fully competent. They will adhere strictly to the following procedure:-**

**MEDICATION MUST BE ADMINISTERED BY TWO MEMBERS OF STAFF, ONE TAKING THE LEAD TO ADMINISTER, THE OTHER CONFIRMING THAT THE FIRST STAFF MEMBER IS ADMINISTERING THE CORRECT MEDICATION, DOSE AND FREQUENCY TO THE CORRECT PERSON.**

It is the responsibility of the staff members administering 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 service user's name, medication, dosage, frequency/time of dose and expiry date must be checked before giving the medication to the service user. Any illegible instructions must be checked back to the completed 'Client Medication Start Form.'

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

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

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

The prescribed medication and dosage must be taken by the service user 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 ADMINISTERING THE MEDICATION, ALONG WITH THE RECIPIENTS NAME, DOSAGE, TIME OF ADMINISTRATION AND TWO STAFF INITIALS.**

**After Administering 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 service user, 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 SERVICE USER’S DRIVER / ESCORT WHEN THEY ARE ABOUT TO BOARD TRANSPORT HOME.**

**UNDER NO CIRCUMSTANCES ARE SERVICE USERS TO BE ALLOWED UNSUPERVISED ACCESS TO MEDICATION DURING THE WORKING DAY.**

*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.**