

Title	Medication Policy
Reference	CSP003
Status	Reviewed and Updated
Version	V1.5
Scope	Emh care and support

Coverage	Day Services	✓
	Domiciliary Care (Outreach)	✓
	Extra Care	✓
	Nursing Homes	✓
	Supported Housing	
	Supported Living	✓

Author	Quality, Compliance and Procurement Manager
Date Approved / Approved by	12/06/18 emh care & support board
Review Date	Annually – June 2022
Distribution	emh care & support

Key Values	Integrity	✓	Accountability	✓
	Diversity		Clarity	✓
	Openness	✓	Excellence	✓

Data Protection Statement

The General Data Protection Regulation (EU) 2016/679 (the GDPR), and the Data Protection Act 2018 places responsibilities on all to be responsible when processing personal information.

We only use personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason that reason needs to be compatible with the original purpose.

If you are directly involved in the processing of information you need to ensure that you understand the meaning of the six data protection Principles. Information must be;

- (a) Processed lawfully, fairly and in a transparent manner.
- (b) Collected for specified, explicit and legitimate.
- (c) Adequate, relevant and limited to what is necessary.
- (d) Accurate and, where necessary, kept up to date.
- (e) Kept in a form which permits identification of data subjects for no longer than is necessary (storage limitation).
- (f) Processed in a manner that ensures appropriate security of the personal data, using appropriate technical or organisational measures.

If you are in any doubt or have any questions relating to data protection you must refer to the Data Protection Officer, your line manager, or the Quality & Standards Team before acting.

Internal policies that are relevant and should be read in conjunction with this statement include;

- Data Protection Policy
- HR Data Protection Policy
- Personal Data Breach Policy
- Retention Policy

Equality and Diversity Statement

emh care and support is committed to promoting equality in all its responsibilities - as a provider of services, as a partner in the local economy and as an employer.

This policy will contribute to ensuring that all users and potential users of services and employees are treated fairly and respectfully with regard to the protected characteristics of age, disability, gender, reassignment, marriage or civil partnership, pregnancy and maternity, race, religion, sex and sexual orientation.

Company Proprietary Information

The electronic version of this document is the latest revision. It is the responsibility of the individual to ensure that any paper material is the current revision. The printed version of this policy is uncontrolled.

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1. Introduction

1.1 Medication is a significant aspect of care that is requested throughout emh care and support services.

1.2 Many of our service users are prescribed some form of medication and many have multiple medication needs. While some service users manage their medication effectively themselves, some ask for or need support with their medicines, as reflected in their need's assessment and support plans.

2. Purpose

2.1 The purpose of this policy is to ensure that medication is safely administered as prescribed throughout all emh care and support services.

3. Scope

3.1 This policy is intended to offer guidance for emh care and support staff to provide safe medication provision to individuals we support.

3.2 This policy applies to all emh care and support staff working within emh care and support day services, outreach, supported living, extra care schemes and nursing homes.

3.3 This policy will also indirectly affect the key people associated with the individuals that use an emh care and support day service, outreach, supported living, extra care scheme or nursing home.

4. Responsibilities

4.1 Organisational Responsibilities

Registered Managers and delegated staff will ensure that:

- The Medication policy and procedure for emh care and support staff is accessible to all staff.
- Staff members receive medication training and a competency-based assessment within their working environment.
- Staff members receive additional training for any identified, delegated health care medication tasks identified in line with the local authority.
- A medication risk assessment is undertaken for all service users, and amendments are recorded in the support plan
- The people we support who receive assistance with medication are supported to arrange an annual medication review as well as an annual health check
- A Medication Administration Record chart is used for service users who require Level 2 and 3 support

- Risk management procedures are in place for managing potential issues that may arise with medication

5. Staff Member Responsibilities

Members of staff are responsible for:

- Following the emh care and support Medication Policy and Procedure
- Completing the medication training and undertaking a competency-based assessment within their environment
- Requesting training for any situation in which they may feel unprepared
- Informing their line manager of any concerns or errors regarding medication.

6. Legal Framework

This policy has been written in line with the following legislation and guidance:

- NICE guidelines – Managing Medicines in Care Homes
<https://www.nice.org.uk/guidance/sc1>
- The Health and Social Care Act 2008 (Regulated Activities) (Amendment) Regulations 2015
<https://www.legislation.gov.uk/ukdsi/2014/9780111117613/contents>
- The Royal Pharmaceutical Society
<https://www.rpharms.com/>

7. Implementation

To ensure the effective implementation of this policy:

7.1 We will ensure the policy is effectively disseminated and communicated to all staff

7.2 Managers will ensure all staff have read and understand the policy

7.3 Managers will ensure policies and procedures are discussed in staff meetings and individual supervisions to ensure staff understand their role and responsibilities.

8. Review and Monitoring

8.1 This policy is to be reviewed annually unless there is a legislative change, or organisational need to do so beforehand.

Policy Development Process

Names of those involved in policy / procedure development:

Name	Role	Email
Amy Smith	Quality Compliance and Procurement Manager	Amy.smith@emhcareandsupport.org.uk

Names of those consulted regarding the policy / procedure development:

Date	Name	Role	Email
23/03/18	Joanne Eves	Registered Manager	Joanne.Eves@emhcareandsupport.org.uk
23/03/18	Louise Devenish	Registered Manager	Louise.Devenish@emhcareandsupport.org.uk
23/03/18	Alison Mahoney	Assistant Service Manager	Alison.Mahoney@emhcareandsupport.org.uk
23/03/18	Kim Maddison	Registered Manager	Kim.Maddison@emhcareandsupport.org.uk
23/03/18	Liz Hirst	Registered Manager	Liz.Hirst@emhcareandsupport.org.uk
23/03/18	Tom Whittaker	Operations Manager	Tom.Whittaker@emhcareandsupport.org.uk
23/03/18	Rachel Biddles	Day care and Community services Coordinator	Rachel.Biddles@emhcareandsupport.org.uk
1/7/19	Liz Hirst	Registered Manager	Liz.Hirst@emhcareandsupport.org.uk
1/7/19	Samantha Erlandson	Registered Manager	Samantha.Erlandson@emhcareandsupport.org.uk
1/7/19	Sarah Reed	Registered Manager	Sarah.Reed@emhcareandsupport.org.uk
1/7/19	Louise Devenish	Registered Manager	Louise.Devenish@emhcareandsupport.org.uk

Equality Impact Assessment completed by:

Date	Name	Role	Email
19/07/18	Amy Smith	Quality Compliance and Procurement Manager	Amy.Smith@emhcareandsupport.org.uk

Board where policy was reviewed discussed and approved:

Board Name	Date	Approval Outcome
EMH Care and Support Board	12/06/18	Approved

Amendments / Change Log:

Date of Change	Section Changed / Amended	Description of Changes / Amendments made
19/12/18	Training/Competency	Updated to annual
19/12/18	Homely Remedies	Updated to record consultation with GP/Pharmacist on an appointment sheet
19/12/18	Medication audit	Updated to include monthly and 6 monthly audits
27/6/19	Medication Administration Record	Updated to include use of emh care and support MAR chart
06/07/20	Medication Audit	Updated to include use of weekly medication audit form
06/07/20	Controlled Drugs	Updated to include information around non-use of controlled drugs register in Extra Care setting
09/07/2020	Medication Incidents	Updated to include actions taken in response to medication errors

14/07/2020	Medication Incidents and Competency Assessments	Updated to include frequency of training and competency assessments following medication incidents
2/10/2020	Homely Household Remedies	Updated to provide guidance around GP/health professional completion of homely remedies agreement form
06/07/2021	Processes and procedures section removed from this policy and separate processes documents created.	Processes and procedures section updated and removed from this policy. Four separate service area specific Medication Processes and Procedures documents created for supported living, extra care, day services and nursing.

Policy Retirement / Replacement:

Statement	Retired / Replaced Policy Name	Retired Date
This policy replaces the former 'named policy' which was retired on the date stated		