



Medication Policy

Choose2 Youth recognises that it may be necessary for clients to take medication during their time with us.

Clients should be encouraged, where appropriate to retain, administer and control their own medication in order to maximise their independence and retain control over their own lives.

Some individuals will be assessed as able to self-medicate, while others will need assistance. In some cases supervision and some prompting will be sufficient but in others Choose2 Youth will need to take complete responsibility for the safe keeping and administration of medication.

Choose2 Youth will ensure that staff receive appropriate support and training with regards to medication administration.

In order to give medicines safely you need to be able to:

- Identify the person correctly.
- Identify the medicines correctly.
- Know what the medicine is intended to do, for example, help the person breathe more easily.
- Know whether there are any special precautions, for example, give the medicine with food.

All clients/parents/carers will be asked to complete an admissions form and (where needed) a medication support plan, epilepsy management plan, asthma management plan, etc. giving full details of the client's medical conditions, regular medication, emergency medication, emergency contact numbers, name of family doctor, details of hospital consultants, allergies, special dietary requirements etc.

The medication should be in the container as prescribed by the doctor and as dispensed by the pharmacist with the client's name, dosage and instructions for administration printed clearly on the label. Each item of medication must include the prescriber's instructions for administration. Medicines that have been taken out of the container as originally dispensed will not be accepted. Parental requests for changes to dosages will not be made without receiving a new supply which is correctly labelled or a written request from the doctor. This will require an amendment to the **medication support plan**.

Medication should be handed over to a member of staff on arrival and will be locked in the medication cabinet for safe keeping. Medicines that must be stored in a fridge will be stored in the lockable fridge. The medication cabinet and lockable fridge are kept in the main office. Clients are told where their medication is stored and who holds the keys.

Choose2 Youth will ensure that all emergency medication, such as inhalers and epi pens, are readily available to the individual and not locked away. Where possible we will encourage the client to carry their own emergency medication.



Only trained staff will administer medication, following the prescriber's instructions and will record this on a **MAR chart**. Staff giving medicines will routinely check 1. The client's name, 2. Prescribed dose, 3. Expiry date, 4. Prescriber's instruction.

If the client refuses medication every effort will be made to persuade them to change their mind, including waiting a while and then asking again. If they still refuse then Choose2 Youth will contact the doctor/dispensing pharmacy for advice and inform parents/carers. This will be recorded on the MAR chart as a refusal.

In the event of missed medication that is found before the client leaves Choose2 Youth for the day, staff will call the Doctor/dispensing pharmacy and follow the advice given. We will also inform parents/carers and record appropriately on the MAR chart. An incident form must also be completed and a manager must be informed immediately. Missed medication is viewed as a medication error (see below).

In the event of the wrong dosage of medication being administered staff will call the doctor/dispensing Pharmacy and follow the advice given. We will also inform parents/carers and record appropriately on the MAR chart. An incident form must also be completed and a manager must be informed immediately. The administration of the wrong dosage of medication is viewed as a medication error (see below).

If a client receives the wrong medication, eg another client's medication, this will be viewed as an emergency and medical advice sought immediately. Any guidance given will be followed and Parent's/carers informed. An incident form must also be completed and a manager must be informed immediately. The administration of the wrong medication is viewed as a medication error (see below).

Medication error's will be investigated by a Director and recommendations implemented, risk assessments updated and any further training needed will be given. Depending of the outcome of the investigation where needed disciplinary procedures will be followed and CYC Adult Safeguarding Board alerted.

Policy dated: January 2016
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