



Very Important People Services

MEDICATION POLICY

Title of the Policy: Medication Policy

Purpose: To provide information and guidance for staff within VIPs to enable them to administer medication safely within the organisation.

Policy: This Medication Policy outlines the requirements of VIPs regarding the administration of medication by its staff. VIPs has a duty to keep service users safe when providing a medication service to them and will uphold this duty at all times. However, it acknowledges that sometimes things will go wrong and if they do, it expects staff to take the appropriate emergency action to deal with any health issues, to report the error in the correct way and to take part in any activity that will help to reduce similar errors in the future.

Scope:

This policy contains information and guidance from legislation and from relevant bodies that all staff are expected to adhere to including:

- Health and Social Care Act 2008 (Regulated Activities) Regulations 2014.
- Care Quality Commission (Registration) Regulations 2009.
- National Institute for Health and Care Excellence (NICE) Guidance (NG5) 2015 – Medicines optimisation: the safe and effective use of medicines to enable the best possible outcomes.
- National Institute for Health and Care Excellence (NICE) Guidance (SC1) 2014 – Managing medicines in care homes.
- National Institute for Health and Care Excellence (NICE) Quality standards (QS85) 2015 – Medicines Management in Care Homes.

Whilst this Policy covers all staff employed either temporarily or permanently, full or part-time within VIPs. Qualified nurses are also accountable for their own professional practice and must adhere to the Code of Conduct of the Nursing and Midwifery Council (NMC). Those

managers who are themselves qualified nurses may be held professionally accountable for upholding the NMC code.

Medication Services:

Staff within VIPS can prompt, assist or administer medication depending on the needs of the service user. Staff will only give medications orally (tablets or elixir), topically (i.e. creams and lotions), or via instillation (i.e. eye and ear drops) or inhalation (i.e. nebulisers). Staff will not give cytotoxic medication by any route.

Organisational Responsibilities:

VIPS will:

- Provide an up-to-date medication policy and procedures for all staff to work within.
- Ensure the service users' medication needs, preferences and risks are identified and care planned to meet these.
- Provide medication training during induction and regular updates at least 6-monthly.
- Ensuring staff are competent to give medication safely following training.
- Provide medication records to enable staff to keep accurate records regarding medication administration.
- Review medication needs and preferences regularly.
- Audit medication services 6-monthly.
- Maintain the service user's rights to independence, dignity and choice at all times.
- Ensure that all records and information relating to a service user's treatment are kept confidential.

Care Workers' Responsibilities

Care workers will:

- Follow VIPS medication policy and procedures at all times.
- Attend all medication training sessions as requested.
- Refuse to carry out medication services if they do not feel confident or competent.
- Inform the line manager of any changes in circumstances to the service user.
- Maintain the service user's rights to dignity and independence at all times.
- Keep all information about a service user's medication and treatment confidential.