



## Medication Policy

### Introduction:

This policy has been developed to ensure all employees understand and can implement the necessary precautions to safely store and administer any medication required by our clients.

GoGet supports clients who have various health needs. Some of these needs are met with prescribed medication which may be required during the time they are under our care and support. This medication may be taken on a regular basis, a temporary basis or be used as rescue medication.

GoGet is committed to reducing the barriers to participation in activities and learning experiences for all individuals.

Medicines should only be sent with GoGet when essential; that is where it would be detrimental to a client's health if the medicine were not administered during GoGet support hours.

GoGet management will accept responsibility in principle for members of GoGet staff giving clients prescribed medication during GoGet support hours, where those members of staff are required to do so. If GoGet staff follow documented procedures, they are fully covered by GoGet's public liability insurance.

GoGet management will ensure that staff receive proper support and training where necessary. GoGet management will agree when and how such training takes place and will access support and training via suitable out-sourced training delivery organisations where appropriate.

### Implementation

GoGet require all our clients to have a 'consents and changes to medication' form completed, signed and dated by carers. These forms state clearly the name of the medication, the dosage and the time the medication is to be given. Any other useful information such as the preferred method of taking the medication, where it should be applied and the reason for taking the medication should also be included on this form.

GoGet will not be held responsible for any adverse effects experienced by the client where medicine is given in accordance with the prescriber's written instructions and where procedures have been followed. If a client complains of any pain, nausea, bleeding or feeling unwell etc. in any way this must be reported as soon as possible to a relevant health care professional, for example G.P, Pharmacist or Community Nurse, as symptoms could be side effects of medicines. GoGet management must be informed at the earliest possible time and a written record must be made.

### Consents

The Medicines Act 1968 states that no medical treatment may be given to any person without written and valid consent. Everyone has the right to determine what happens to their own bodies and respecting this right is a fundamental part of good practice.

Link to Medicines Act: <http://www.legislation.gov.uk/ukpga/1968/67>

The Mental Capacity Act (2005) provides a statutory framework to empower and protect vulnerable people, who may not be able to make their own decisions.

Link Mental Capacity Act: <http://www.legislation.gov.uk/ukpga/2005/9/contents>

Link: Mental Capacity Act Code of Practice: <https://www.gov.uk/government/publications/mental-capacity-act-code-of-practice>

The client will have been assessed and consent will have already been obtained through GoGet's support planning process. The support planning process will also decide what happens in the best interest of people who lack capacity and decisions around medication.

If a client has capacity and consents but cannot sign a consent form due to physical disability, carer/family can sign the consent form to indicate he/she was present when the client gave permission.

A client can decline/refuse medication or withdraw consent at any point. This must be documented and GoGet management informed immediately.

Under **NO** circumstances must any client be forced to take medication.

## 1. Prescribed Medicines

Medicines should only be sent out with GoGet staff when essential to the health and wellbeing of the client.

It is the responsibility of parents/carers to supply written information about the medication required to be taken during support hours with GoGet. Complete written and signed instructions from parents/carers are required (Consents and Changes to Medication form) and are to be updated and signed immediately with any changes to medication. Changes to dosages will not be made without receiving a new supply which is correctly labelled and an updated and signed Consents and Changes to Medication form.

Parents/carers or the client's doctor should provide the following details as a minimum:

- Name of client
- Name and strength of medication
- Dosage
- Time, frequency and method of administration
- Length of treatment
- Date of issue
- Expiry date
- Possible side-effects
- Storage details

Medicines will not be accepted if the relevant forms have not been completed and signed.

Medicines must always...

- be provided in the original container as dispensed by a pharmacist.
  - Medicines that have been taken out of the container as originally dispensed will not be accepted.
- be handed directly to GoGet staff.
- include the prescriber's instructions for administration.
- be in date.
  - Out-of-date medication will not be accepted and will be returned to parent/carers for safe disposal. If suitable in-date medication cannot be supplied then GoGet will not be able to continue the session with the client.

GoGet staff are responsible for handing the medication directly to the Parents/Carers at the end of each session.

## 2. Controlled Drugs

Strict legal controls are needed for certain medicines. This is because they may cause serious problems like dependence ('addiction') and harm if they are not used properly. Sometimes people use these medicines illegally for reasons that are not medical (drug misuse), and so extra safety measures are needed to make sure they are prescribed, supplied, used and stored safely and legally. Controlled medicines include some strong painkillers, such as morphine, and some tranquillisers and stimulants. Medicines that help with addiction, such as methadone, are also controlled.

GoGet agrees in principle to the administration of controlled drugs (e.g. Midazolam and Lorazepam), provided that the correct procedures are followed, as outlined in this policy and in accordance with the Misuse of Drugs Act.

The controlled drug will be kept with a member of GoGet staff and will remain on their person, or locked in a non-portable locker i.e. at a swimming pool, at all times.

Misuse of a controlled drug, such as passing it to another person for use, is an offence. If this occurs GoGet staff will inform GoGet management and where necessary the police.

## 3. Non-prescribed Medicines

GoGet staff will give non-prescription over the counter medicines, i.e. paracetamol, if essential for the health and wellbeing of the client only where the relevant forms (Consents and Changes to Medication form) have been completed and signed.

## 4. Dealing with medicines safely

### 4.1 Storage

Medicines are strictly carried in the original container in which they were dispensed.

Medicines are strictly carried by GoGet staff on their person or locked in a non-portable locker at all times.

In order to ensure the safety of all clients, under no circumstances should medicines, either prescribed or non-prescribed, be given to clients to keep in their possession.

### 4.2 Administration of Medicines

No client will be given medication by GoGet staff without the relevant consent forms being completed and signed by parents/carers, as laid out in this policy.

GoGet staff giving medicines will routinely check

1. the client's name matches that on the medicine provided.
2. the prescribed dose.
3. the expiry date - medication will not be accepted if out-of-date.
4. written instructions provided on the consents and changes to medication form.

### 4.3 Record Keeping

GoGet staff keep a record of medicines given to clients including the time of the dose and any relevant information e.g. if any was refused or spat/dribbled out. This is recorded on the client's personalised GoGet Medication Administration Record.

The record is signed by the person administering the medication and counter signed by another staff member who witnessed and also checked the administration of the medicine.

#### 4.4 Refusing Medication

If a client refuses their medication GoGet staff will not force them to take it but will note it in the records.

GoGet staff will provide parents/carers with details of when medication has been refused or has not been administered for any other reason, on the same day.

If a refusal to take medicines results in an emergency GoGet's emergency procedures will be followed.

### 5. Disposal of Medicines

Parents/carers are responsible for disposing of medicines safely, including ensuring that date expired medicines are returned to the pharmacy for safe disposal.

### 6. Hygiene/Infection Control

All GoGet staff are aware of basic hygiene precautions for avoiding infection, such as washing and drying hands or use of anti-bacterial hand gel before and after the administration of medicines.

Staff will have access to protective, disposable gloves.

Extra care will be taken when dealing with spillages of blood or other bodily fluids and when disposing of dressings or equipment.

### 7. Training

GoGet management will ensure that staff receive proper support and training where necessary and agree when and how such training takes place.

**Reviewed by Helen Roe and Andy Roe on behalf of GoGet**

**September 2019**