

BB-MP/01

# MEDICATION POLICY



Effective from: 6<sup>th</sup> May 2019

# **POLICY ON ADMINISTRATION OF MEDICINES IN SERVICE**

## **Introduction**

The aim of this policy is to effectively support individuals with medical needs and to enable those to achieve regular attendance.

Carers / Homes retain the prime responsibility for service user's health and should provide the service with information about any medical conditions. Service users should be kept at home if they are acutely unwell and in the case of contagious diseases only return when they are no longer infectious.

## **The Role of Staff**

Support staff are not required to administer medicines to service users and would never be permitted to do so by Butterfly Bloom.

Butterfly Bloom fully indemnifies all staff against claims for any alleged negligence, providing they are acting within their conditions of service and following Butterfly Bloom's guidelines.

## **Prescribed Medicines**

Medicines should only be brought into service when essential; that is where it would be detrimental to a service user's health if the medicine were not administered during service times.

## **Controlled Drugs**

Butterfly Bloom will not look after prescribed medicines that are scheduled under the Misuse of Drugs Act. Service users who require a controlled drug must be prescribed one that does not require administration during service times.

## **Non-prescribed Medicines**

Staff should **never** give non-prescribed medicine e.g. paracetamol to a service user unless there is specific prior written permission from the carers / homes etc.

In such cases only one dose should be given to a service user during the day. Details of the medicine administered must be recorded.

## **Administering Medicines**

Medicines will not be kept under the control of Butterfly Bloom.

## **Access to Butterfly Bloom's Emergency Procedures**

In the case of an emergency Butterfly Bloom's emergency procedures as outlined in the Health and Safety policy will be followed.