



JGC Medication Policy

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Administration of Medication

Introduction:

Through the use of this policy the aims of The John Graham Centre (JGC) are:

- To support students to be able to self medicate or be working towards self medicating.
- To promote independence through encouraging students to manage their own medicines as far as they are able to.
- To ensure that JGC staff use the safest possible practices when supporting students with their medication.
- To ensure that JGC staff supporting students with their medication have completed medication training and are competent.

All JGC staff who are involved with the assessment of a student's needs in relation to medication and members of staff who are involved in supporting students with their medication at any level, must read and comply with this policy and any medication processes.

Aims:

1. JGC staff to have knowledge of which medicines a student has.
2. JGC must keep a complete account of medicines.
3. JGC staff who support students with their medication are competent and confident when administering medication.
4. Students who need support when administering their medication are given medicines safely and correctly.
5. JGC staff promote the dignity and privacy of the individual when administering medicines to them. Staff must ask the student where they would like to take their medication i.e. day centre, office etc.).
6. Medicines are available when the student needs them and JGC ensure that unwanted medicines are disposed of safely.
7. Medicines are stored safely.
8. JGC to have access to a local pharmacist in order to seek advice when necessary.
9. Medicines are only used to cure or prevent illness/ disease, relieve symptoms, and not to punish or control behaviour.
10. In the event of a medication error, advice to be sought from NHS direct.

Principle 1

Students have freedom of choice in relation to their pharmaceutical care (including dispensed medicines). This means:

- Students can choose to look after and take their own medications with help and support from JGC staff. However, in order to safeguard other students, students who can self-administer are asked to keep their medication in the medication cabinet but are made aware that they are able to ask a senior to open the cabinet for them at any time.
- JGC can only administer medication with the student's consent. Students have the right to refuse medication.
- Students are included in decisions about their medication.
- JGC accommodates personal and cultural preferences.

Principle 2

JGC staff involved with administration of medication must be aware of which medicines students have and ensure that a complete account of medicines is kept.

At any given time JGC staff involved with medication must be able to identify the medicines prescribed for each person and how much they have left.

- JGC staff must know whether a student has any medication they need to take on a daily basis.
- What the medication is and how it should be taken.
- What conditions the medication is intended to treat.
- Where the students self-administer, JGC staff must be alert to notice if they are taking too much or not enough. JGC staff must record when they have 'prompted' the student to take their medicine and whether the student has taken the medication.
- When administering medication to/ for students JGC staff must ensure that it is recorded.
- If JGC request medicines for any students then an audit trail must be in place (what comes in, what goes out).

Principle 3

JGC staff who help service users with their medicines are competent and confident.

- Students who are unable to manage their own medicines are entitled to have someone who is adequately trained and knowledgeable to give medicines to them. JGC will ensure that only staff who have been given adequate training and have demonstrated competence will support students with this.

Students who need support when administering their medication are given medicines safely and correctly and that JGC staff preserve the dignity and privacy of the individual when they give medicines to them. Staff must ask the student where they would like to take their medication i.e. day centre, seniors office etc.

- JGC staff will only give medicines to the students that they were prescribed for.
- Students must receive the right medicine at the right time and in the right way.
- When supporting students with their medication JGC staff must be tactful and sensitive in order to preserve the dignity and privacy of students.
- Medical information must be kept confidential.

Principle 5

Medicines are available when the individual needs them and JGC makes sure that unwanted medicines are disposed of safely.

- Only the current medication of students should be kept.
- If JGC are responsible for requesting the medication of any students, then JGC must ensure that the medicines are obtained in a reasonable time frame.
- Out of date, damaged or part use medicines that are no longer in use must be disposed of safely. JGC currently sends home such medicines with the student so that they, they're parents or carers can dispose of the medicines by returning them to their local pharmacy.

Principle 6

Medicines are stored safely. Medicines must be stored so that:

- They are not damaged by heat or dampness.
- They cannot be mixed up with other service users medications.
- They cannot be stolen.
- They do not pose a risk to anyone else.

Principle 7

JGC to have access to advice from a local pharmacy (Sainsbury's pharmacy Canterbury 01227 456860). Pharmacists know how medicines work in the body and have an understanding of practical problems too.

Pharmacists also have access to information which puts them in a position to respond quickly to questions.

Medicines are used to cure or prevent illness/ disease, relieve symptoms, and not to punish or control behaviour.

JGC will not use medicines unnecessarily to sedate or restrain students. Prescribing medication is the responsibility of healthcare professionals. JGC staff must support the students and when necessary support/ administer medications as the doctor prescribes.

Handling of Medicines:

The handling of medicines covers:

- Controlled drugs
- Disposal of medicines
- Medicine administration
- Minor ailments
- Record keeping
- Storage of medicines
- Self-administration of medicines
- Staff training.

JGC may be responsible for looking after medicines for some of students. Management are responsible for the safe and appropriate handling of medicines. The management is also responsible for ensuring that when JGC staff give medicines they have the right training and are competent to do so.

Controlled drugs:

Controlled drugs are prescribed medicines that have additional precautions and requirements. There are legal requirements for the storage, administration, record and disposal of controlled drugs. They do not apply when a person looks after and takes their own medicines. However, JGC may have students that are not able to do this and the JGC also has to consider the safety and welfare of other students.

As a result, JGC will ensure that the following is put into place:

- Controlled drugs will be stored in a cabinet or a safe, locked with a key or digital lock.
- The cabinet or safe will be made of metal with bolts that are not accessible from outside the cabinet.
- The cabinet will be in a secure location.
- Cabinets used for the storage of controlled drugs will not be used for anything else.
- Only JGC staff with authorised access will hold the keys for any controlled drugs cabinets and safes.

JGC will put in the following safeguards when looking after/ administering controlled drugs to students:

- JGC will respect student's choice and preference and recognise their right to refuse medication.
- JGC will ensure that there is always an adequate supply of prescribed controlled drugs but that controlled drugs are not stockpiled.
- JGC will ensure that training is provided for staff who are designated to give controlled drugs and also those who will act as a 'witness'.
- When administering a controlled drug, the administration must be witnessed by another trained member of staff.
- JGC will ensure that administration is in accordance with the prescriber's instructions and that records are kept to show what has been given, by whom and when it was given.

JGC will use a witness when administering a controlled drug in order to reduce the possibility of an error occurring. The witness must understand what the staff member administering is doing and will confirm that:

- The staff member administering the drug has selected the correct controlled drug.
- The name on the label of the drug is the same as the service user the staff member intends to give it to.
- The staff member administering has prepared the right dose included on the label and on the MAR chart and gives the controlled drug to the right student.
- That the administration is recorded in the CD (controlled drugs) register as well as signed on the MARS chart.
- That the remaining balance in the CD cabinet/ safe is checked against the CD register balance.

Recording Controlled drugs:

JGC will ensure that they retain a record of all controlled drug administration. JGC will:

- Make sure that the controlled drugs register is a bound book with numbered pages.
- That the register has a column for recording balances in order to maintain effective control and identify any discrepancies.
- Check stocks regularly.
- The controlled drugs register is used to record the receipt, administration and disposal of controlled drugs held. Controlled drugs must be administered in the book as soon as they are received by JGC.
- On receipt of a controlled drug, the date, quantity and source of the drug must be entered into the book and witnessed.

- Each controlled drug for each student must be recorded on a separate page, with the name, dose and strength of the drug written clearly at the top of the page. Note: Where students are self-administering, each individual dose does not need to be recorded.
- If administering a controlled drug to a student, a record must be made in the controlled drug register and witnessed by another trained member of staff.
- When transferring the drug record to a new page, JGC will identify the amount remaining by writing 'brought forward from page (page number) on the new page.
- To promote good practice, JGC will keep controlled drugs registers for at least 2 years.
- JGC will record details of the disposal of controlled drugs by supplier in the register.
- No alterations or crossings out may be made in the controlled drugs register. Any corrections must be made by marginal note or footnote and signed and dated.

Self medicating and controlled drugs:

Students can keep and take controlled drugs themselves. For self-administration the process of risk assessment is important. The student's GP must assess whether the student understands:

- Why they are taking the medicine.
- How much and how often to take it.
- What may happen if they miss a dose of the medication.

JGC will monitor the student regularly to ensure that they are able to continue to self-administer and report any concerns to family, carers or care managers. JGC will take the necessary precautions to make sure that controlled drugs are not stolen from the student.

JGC will monitor and review risk factors so that controlled drugs are not left lying around where they could be taken by someone else.

Disposal of Medicines:

JGC will safely dispose of surplus, unwanted or expired medicines. When JGC staff are responsible for the disposal, a complete record of medicines should be made. JGC will do this by returning them to students (who self-medicate) family or carers so that they can dispose of the medications properly i.e. pharmacy who will then dispose of them in accordance with current waste regulations.

Situations where medicines might need to be disposed of include:

- A person's treatment is changed or discontinued.
- The medicine reaches its expiry date. It is important to remember that some medicines expiry dates are shortened once they have been opened e.g. eye drops.

It may be that fully self-medicated students dispose of their unwanted medications themselves.

Administration of Medication:

Safe administration of medicines means that medicines are given in such a way as to maximise benefit and to avoid causing harm.

JGC believes that wherever possible students should be responsible for and looking after their own medicines. However, it may be that some students will need support or require JGC staff to administer their medication for them. If this is the case, then this must be documented so that it is agreed in writing by the student or in accordance with a best interest's decision.

In order to administer a medicine safely, JGC staff need to be able to:

- Identify the medication correctly. The medication must have a label attached by the pharmacist.
- Identify the student correctly.
- Know what the medicine is intended to do.
- Know whether there are any special precautions, e.g. give the medicine with food.

JGC staff must only give medication which they have been trained and assessed as competent to administer.

JGC staff administering medication must follow the following procedure:

1. Wash hands before administering medication.
2. Read the instruction on the MAR chart.
3. Select the medicine required.
4. Check the label on the medicine with the MAR.
5. Prepare the medicine, re-checking the administration instructions and confirming:
 - The name of the student receiving the medication.
 - The name, strength and form of the medication.
 - The dose.
 - The time the medication is to be administered.
 - The way the medication is to be administered.
 - That the medication has not already been given.
6. Check the identity of the person.
7. Administer the medication.
8. Record the administration on the MAR.

Other guidance in relation to administration of medicines:

- For students who take medication on a daily basis when at the centre a Medication Management form must be completed. These are given to a student prior to them attending the centre so that they can be completed ready for when they start at the centre.
- Some students may need to take PRN medication such as paracetamol whilst at the centre. It will state on a student's application form whether they are able to have paracetamol or not. Students or their parents/ carers will also need to fill out a protocol for administering medication so that JGC staff know under which circumstances the medication is to be administered.
- For temporary medications such as antibiotics a temporary medication form must be completed (these are kept on mini buses so can be completed when students get collected) or a letter from a parent/ carer (unless the student is self-administering) stating what the medication is, what dose should be given and what time the medication must be given.
- All medication must be in its original container complete with pharmacy label otherwise it cannot be administered. Over the counter medication must also be in its original packaging.
- Medicines must be administered in accordance with the prescriber's instructions. The instructions on the medicine label must be checked against the instructions on the MAR chart. If there is a discrepancy between the two instructions, then JGC staff must satisfy themselves that they are sure which ones are the correct ones. JGC staff should check the student's medication management form for any recent notes regarding change in medication. If there is any doubt regarding the dosage, then staff should contact parents/ carers for information. Any advice received must be documented on the student's medication management plan. If there is any uncertainty regarding medication i.e. time to be administered or dose and no contact has been made with parents/ carers, then the medication must not be administered.
- Medication must not be handled by staff and should be directly transferred into a small pot as a way of hygienically handing it to the person. Gloves must be worn when administering creams and lotions.
- For all medicines a MAR chart entry must be made and initialled by the staff member concerned. If the medicine is not taken, then this must also be recorded on the MAR.
- When a variable dose is prescribed e.g. 1 or 2 tablets then the actual quantity administered must be recorded on the MAR.
- For 'as required' (P.R.N) medicines a check should be made to see if any doses have already been given by asking the student and checking the MAR chart. The time of administration must also be noted on the MAR. As an extra precaution for students who cannot self-administer seniors/management must check with one another to make sure that the student has not already had the medication given to them.
- If it is stated on the support plan that JGC staff puts out the medication for a student to take themselves at a later prescribed time to promote their independence, it must be left in a secure place as agreed in the support plan and the appropriate code recorded on the MAR.

Self- Administration of medicines:

JGC believes that wherever possible students should take responsibility for their own medicines. JGC recognises that self-administration of medicines is not an 'all or nothing' situation. For example, some students might use and keep their own inhalers but not their other medicines. Alternatively, a person might be able to manage his/her medicines provided that JGC staff support them. E.g. A person who has limited understanding and awareness may be able to cope with a day's supply of medicines rather than a weeks' worth.

There is a risk of someone accidentally or intentionally taking medicines intended for another person. As a result, self-medicating students are asked to keep their medication in the JGC medicine cabinet to prevent this from happening. Self medicating students are aware they have the right to ask a senior/management to open the medicine cabinet for them at any time.

Record Keeping:

JGC recognises the importance of record keeping. JGC staff must record what they do and when they do it when administering or supporting a student with medication. JGC records must provide information in a way that ensure other JGC staff can understand what the staff administering/ supporting has done and all the medicines that they have been accountable for during the day.

Records must be complete, legible, up to date, written in ink and dated and signed to show who has made the record. Information will be recorded on a MAR chart.

In regards to self- administration, JGC staff must record in the same way and any prompts/ reminders that staff give a student regarding their medication must also be recorded.

An up to date list of current medicines prescribed for each student is to be kept at the front of the MAR folder.

Any JGC staff members who are responsible for requesting and/ or collecting medicines for a student must record:

- What they received, including the name and strength of the medication.
- How much they received.
- When they received it.

Minor Ailments:

Anyone can choose to buy 'homely remedies' and take them, students still have that choice.

However, if JGC wants to administer homely remedies (such as paracetamol) to students who do not self-medicate then they must:

- Get clear advice from family, doctor, pharmacist or nurse.
- Be clear about the problems that they will be used to treat.
- Write a detailed protocol for JGC staff to refer to.
- Keep records of purchase, administration and disposal.

The administration of homely remedies must also be recorded on a P.R.N MAR chart.

Medication Incidents:

In the event of a medication error e.g. out of date medication being administered, a medication incident form must be completed.

The student's family/ carers must be notified and the student observed for any signs that they are becoming unwell.

The manager must be notified and actions taken/ put into place to prevent a reoccurrence.

In the event of a serious medication error such as a student being given the wrong medication or dosage, medical advice must be sought through either pharmacy advise or through NHS 111.

This will need to be resported to Duty/Care manager.

Staff Training:

JGC staff must be appropriately trained in the handling and use of medication, and have their competence assessed by JGC management.

JGC will ensure staff attend a training course that covers the following:

- The supply, storage and disposal of medicines.
- Safe Administration of medicines.
- Quality assurance and record keeping.
- Accountability, responsibility and confidentiality.

In regards to any new employees, JGC will check to see whether the employee has had previous training and experience.

All employees involved with the management and administration of medication and of whom have received medication training will then complete a further assessment with a member of the management team. The aim of this is to make sure the employee can confidently and correctly give medicines to students. The employee will be observed in order to ensure that they carry out the key tasks detailed throughout this policy.

Key tasks include:

- Checking what medication, the student takes: on MAR chart and medicine label.
- Checks that it is the right student.
- Asks whether the student wants the medicine.
- Makes sure that the medication has not already been administered.
- Prepares the correct dose for the time of day.
- Gives the medication to the student and also offers a drink of water.
- Signs the MARS/ record sheet.
- Sign the Audit record sheet.

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