

OVERARCHING MEDICATION POLICY



DERBYSHIRE ADULT SOCIAL SERVICES
Health and Safety

Version: 1.0	Derbyshire Adult Social Services Overarching Medication Policy	Review Date: January 2009
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DERBYSHIRE COUNTY COUNCIL ADULT SOCIAL SERVICES

OVERARCHING MEDICATION POLICY

1. Approval and Authorisation

Completion of the following signature blocks signifies the review and approval of this Process

Name	Job Title	Signature	Date
Authored by:- Trevor Thacker	Principal Health and Safety Officer – Adult Services		December 2007
Approved by:- <Name>			
Authorised by:- <Name>			

2. Change History

Version	Date	Reason
Version 1.0	December 2007	New Policy

3. Contents

Derbyshire Social Care Services
Overarching Medication Policy

Contents

Section	Title	Page
1	Introduction.....	1
2	Policy Statement.....	1
3	Roles and Responsibilities.....	2
4	Medication Assessment.....	3
5	Administering Medication.....	3
6	Recording.....	4
7	Medication Errors.....	5
8	Training.....	5
9	Monitoring.....	6
10	Reviews.....	6

Version: 1.0	Derbyshire Adult Social Services Overarching Medication Policy	Review Date: January 2009
--------------	--	------------------------------

1. Introduction

This policy sets the minimum standards for the provision of assistance to service users directly supported by Derbyshire Social Care services (and agents acting on their behalf) with the administration of their medication. The policy is written to enable compliance with Royal Pharmaceutical Society guidelines and Commission for Social Care Inspection (CSCI) standards.

It is expected that all departments within Derbyshire County Council with social care service responsibilities, and agencies acting on their behalf, will produce and maintain a policy which sets out how these standards are to be met.

This policy will be reviewed at least annually or more frequently if the need arises.

This policy has been developed by management, in consultation with trades unions recognised by Derbyshire County Council.

2. Policy Statement

County council departments with social care responsibilities are committed to providing such support as is necessary to enable individual service users to take their medication in a safe and supportive environment.

The Council's overarching philosophy is one of enabling service users to remain as independent as possible and to receive assistance with the administration of medication only where necessary, subject to a person specific medication risk assessment.

Service users will be treated as individuals and at all times due consideration will be given to their age, beliefs, opinions, experience, ability, culture and any other factor that could reasonably be foreseen to have an impact on their lives.

As many service users require both social care and health related support, social care employees will work where required with staff from other agencies to ensure the best possible care is provided for each service user. This includes partnership working between Derbyshire County Council departments with social care responsibilities, NHS Primary Care Trust staff, family carers and private, voluntary and independent sector providers.

The prescription of medication and the provision of instructions for administering it will be the sole responsibility of suitably qualified medical practitioners.

Assistance with the administering of medication by county council social care employees will only be given as part of another service provided by the county council, eg residential, day service, domiciliary service etc. - not as a stand alone service provision.

Version: 1.0	Derbyshire Adult Social Services Overarching Medication Policy	Review Date: January 2009
--------------	--	------------------------------

Service specific medication policies will be developed as necessary under the umbrella of this overarching policy statement and subjected to regular review.

2.1 Failure to Comply with this Policy

Derbyshire County Council employees: Any failure on the part of an employee to comply with the provisions of either this policy statement or its subordinate service specific medication policies will be investigated and may be construed as gross misconduct.

PVI providers: Any failure on the part of a worker within a contracted service provider acting on behalf of the county council to comply with the provisions of either this policy statement or applying subordinate service specific medication policies will invoke a review of the Provider's contract with Derbyshire County Council.

3. Roles and Responsibilities

3.1 Director(s) of Service

The Director(s) of Derbyshire County Council departments with social care responsibilities will ensure that systems are in place to effectively manage the provision of medication within all appropriate areas of the department for which they have responsibility.

A nominated lead officer will be identified with responsibility for ensuring the robustness of all aspects of the county council's social care services Medication Management System.

3.2 Assistant Directors

Will ensure that departmental procedures for managing the provision of medication are implemented throughout their area of control, including, where necessary, the implementation of a medication policy specific to their service.

Will monitor the performance of their service and sections within their service with regard to the provision of medication and the compliance with this and service specific policies.

Will delegate actions to appropriate officers within their service to ensure compliance with this and service specific policies.

Will take steps to ensure the competence of the officers within their service who have responsibility for ensuring compliance with this and service specific policies.

3.3 Lead Officer(s) (Medication)

Will produce and maintain the department's overarching Medication Policy.

Will monitor the performance of the department as a whole, services within the department and individual establishments as necessary, with regard to the provision of medication and compliance with the policy.

Will act as a source of advice to managers on the application of all aspects of the policy.

Will, from time to time, submit reports to relevant Senior Management Teams commenting on the continuing effectiveness of the Medication Management System.

3.4 Establishment Managers

Will make such arrangements as necessary to ensure the production and implementation of an establishment specific medication policy, which ensures compliance with this and the appropriate service specific medication policies.

Will monitor the performance of the establishment for which they have responsibility with regard to the administration of medication and provide performance data to appropriate auditors.

4. Medication Assessment

Before any medication is administered by any county council social care employee or agent acting on their behalf, a Medication Administration Assessment (MAA) must be carried out by a competent person. This assessment must be specific to the individual service user and must identify that person's needs and whether they can administer all or part of their medication themselves.

The MAA must be specific about what assistance, if any, is required.

This MAA must be recorded on the appropriate form and retained within/form part of the service user's personal service plan (PSP).

The MAA must be reviewed as part of the PSP at least annually or when a change in the person's medication occurs.

5. Administering Medication

Medication must only be administered by a competent person who has received appropriate training.

Version: 1.0	Derbyshire Adult Social Services Overarching Medication Policy	Review Date: January 2009
--------------	--	------------------------------

All appropriate personal hygiene and infection control precautions must be taken. The person administering the medication must check the following:

- That the medication is being given to the person named on the container; and
- That the information on the label is the same as the information given on any other instruction sheet (cross reference); and
- That the medication being given currently is that which the prescriber still wants the service user to take; and
- That, if it is in a manufacturer's pack, it is within the expiry date printed on the pack; and
- That if it is in a pharmacy bottle (glass or plastic) the date of administration is within 12 months of the date of dispensing; and
- That if it is in a Monitored Dosage System (MDS) the date of administration is **within 8 weeks of the date of dispensing**; and
- That the medication being given is only that stated on the label.

Where the service policy requires it, a second person may be assigned to 'double check' and sign that they have witnessed the above checks being carried out prior to the medication being given eg for controlled drugs.

Medication must only be administered from original containers or from containers filled by a pharmacist or other suitably qualified medical professional. If in doubt, checks must be carried out prior to administering medication. If the medication requires preparation, staff must follow the instructions on the container label or leaflet provided by the manufacturer, pharmacist or other suitably qualified medical professional.

Medication must only be administered following practices set out in the Medication Policy specific to a particular service.

6. Recording

When medication has been administered to a service user supported by county council social care staff or their agent, an appropriate record of the event must be established.

The record must include the following information:

- Exactly what was given (name, strength, and form of the medication). For regular users of the service this information may already be included on a record sheet; and

Version: 1.0	Derbyshire Adult Social Services Overarching Medication Policy	Review Date: January 2009
--------------	--	------------------------------

- When it was given (time, date);and
- Who administered the medication; and
- What assistance was given (reminder to take it, hand it to the service user to take etc); and
- Was the medication, lost, spilt, dropped
- Was the medication refused by the service user.

Records must be established and maintained following practices set out in the Medication Policy specific to the particular service.

7. Medication Errors

At the heart of this policy lies the aim of having nil errors in the administration of medication to service users.

In the event of an error occurring in the administering of any medication to any service user, it must be reported **immediately** to the employee's line manager or other suitable person who will inform the appropriate bodies without delay. This includes 'near misses' – defined as incidents where a mistake was made but was recognised and rectified before it resulted in an actual error in the administration of the medication.

Procedures for reporting errors in the administering of medication must form part of the Medication Policy specific to each particular service.

8. Training

All county council social care employees, or employees of agents acting on their behalf, who may be involved in the administering of medication at whatever level, must receive appropriate training to their level of involvement - based on the required national standards and content of the Medication Policy specific to the particular service. Line managers are responsible for ensuring appropriate records of the training are maintained.

Training standards are set out in the Medication Policy specific to the service.

Version: 1.0	Derbyshire Adult Social Services Overarching Medication Policy	Review Date: January 2009
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9. Monitoring

Compliance with this policy by county council departments with social care responsibilities will be monitored by;

- Departmental management audits; and
- Health and safety audits; and
- Incident reports; and
- Incident investigations.

10. Reviews

This policy will be reviewed by the lead officer and other nominated persons at least annually - or more frequently if required.

Data provided from internal and external audits, plus incident statistics and investigations will form the basis of the reviews.

Further Advice and Information

Further advice and information can be sort from:

- Lynne Lee – Ass Head of Service and Lead Officer, Medication Derbyshire Adult Social Services Tel. 01629 580000 Ext. 32137
- John Boadle – Planning & Project Manager Adult Social Services
Tel. 01629 580000 32215
- Jane Parke – Home Based Services Manager Adult Social Services
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- Trevor Thacker – Principal Health and Safety Officer Adult Social Services
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