



### **Medication Administration Policy and Procedures.**

In normal circumstances Gateway into the Community staff and volunteers do not administer medication.

In exceptional circumstances, such as on residential visits or in an emergency, we can administer/store prescribed medication if this has been agreed beforehand. Staff can give prescribed medication to another person with their consent or the consent of their parents or guardian, so long as this is in accordance with the prescriber's direction.

Written permission to administer medication to a minor is obtained from parents/guardians. Medication should be in the original packaging with the written instructions for the administration on the packaging. With agreement, where multiple tablets are prescribed we can accept prepared dosages of medication in a suitably labelled container, but again we need a consent form saying that the person preparing the medication takes the responsibility for giving us this prepared dose. All medication given must be recorded and the staff must sign that they have administered the medication.

All medication must be handed into the Admin office on arrival at Gateway into the Community, where it will be stored, administered and recorded.

Good practice would dictate that in situations where more than one member of staff or volunteer is present you have someone witness you administer the medication, but this is not always possible as there will be times when staff work on their own.

If emergency medication is needed e.g. buccal midazolam, then the staff can only administer if they have been through the relevant training from suitably qualified medical staff. There must be a relevant emergency protocol in place and available to be consulted before the medication is administered. This must always be recorded and reported to senior staff as soon as possible after administration.

Normally we do not administer/store non prescription drugs. If we are asked to do so in exceptional circumstances, then written instruction is needed as to when, why and how the medication is to be administered and it must always be recorded.

As mentioned above, all non-prescription drugs (paracetamol, strepsils, cough medicine etc) must be handed into the Admin Office on arrival at the Den.

**No medication of any type: prescribed, non-prescription or homely remedies must be taken into communal areas of the Den.**

No member of staff has to administer medication unless they feel competent to do so. If they feel that they have not had the relevant training or instruction they need to inform the senior staff. Relevant training and instruction will be arranged as soon as possible.

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