

Sutton Housing Partnership Limited

Administration of Medications Policy

Company Registration Number: 05589014

OUR VISION

“By listening to and involving our residents and others, Sutton Housing Partnership will create and maintain **neighbourhoods where people feel at home**”



Administration of Medications Policy

Policy statement	Sutton Housing Partnership aims to provide a safe environment in which service users can maintain their independence whilst maximising their well being. To protect residents and staff from mistakes leading to significant risks to well being, staff may not administer medication excepting under the supervision of a qualified medical practitioner in the event of a serious emergency.
Objectives	The objective of the policy is to ensure that Sutton Housing Partnership adopts a consistent, fair and transparent approach in the way it deals with the administration of medication.
Scope	<p>This document explains how Sutton Housing Partnership will manage the administration of medication within it's sheltered housing schemes and also where services are provided to London Borough of Sutton residents.</p> <p>It covers the administration of all medicines including those prescribed by a medical practitioner, pharmacist, or complementary therapist. It also covers non-prescription drugs including homily remedies.</p>
Definitions	Sutton Housing Partnership has defined the administration of medication as the giving of, or encouragement to a third party to take any medication as identified within the scope above.
What support in respect of medication can support staff provide?	<p>Sutton Housing Partnership support staff, may support service users to take medication in certain but limited circumstances, these will normally only include:</p> <ul style="list-style-type: none">• Prompts to service users who have a dossett box or measured dosage system which does not enable tampering and is clearly labelled with the service users' name and personal details• In an emergency, support staff may exceptionally collect medication on behalf of a service user, but only if requested to do so by a qualified medical practitioner• In very exceptional circumstances, and only to save life, staff may be asked to administer directly medication under the supervision of a medical practitioner, in these circumstances the staff member must report the incident to their line manager as soon as is practicable• Where a service user has a chronic condition requiring regular administration of emergency treatments which may

Administration of Medications Policy

	<p>include medication, staff may, with the written permission of their line manager administer medication providing they have previously been trained to do so, examples of this may be the administration of 'epi pen' type medication to respond to anaphylactic shock etc.</p> <p>In all of the above cases, staff must seek the permission of their line manager and a full record of any such service must be kept</p>
<p>I am unable to reliably administer my own medication, what can I do?</p>	<p>Many people are unable to self administer medication without assistance. In some cases this is due to a physical disability in others it may be due to memory loss or confusion.</p> <p>To support people who are unable to self administer medication, or those people who are at risk of accidental overdose, there are a number of items of Telecare equipment as well as monitored dosage systems to support them.</p> <p>Any service user who has concerns as to their ability to self medicate should discuss this further with their:</p> <ul style="list-style-type: none"> • GP or medical practitioner • Social worker • Support worker • Sheltered housing officer <p>In many cases no charge will be made for the provision of such support.</p>
<p>Equality and Diversity</p>	<p>This policy and associated procedures will apply to all.</p> <p>SHP is committed to promoting equality of opportunity and to eliminating unlawful discrimination on the grounds of race, age, disability, gender, sexual orientation, religion, belief, class, financial status and any other difference that can lead to discrimination or unfair treatment.</p>
<p>Related Documents</p>	<p>The following documents are available to support this Policy:</p> <ul style="list-style-type: none"> • First Aid and Dealing with Emergency Situations Policy • Advance Directives (Living Wills) Policy • Sheltered Housing Procedure Guide