

Medication Policy

It is the Policy of St Chads Communication Centre Trust to enrol clients who require medication to be provided that is within the skill level of staff, and to properly and safely manage medication for clients as stated in their enrolment form or subsequent written/verbal communications and in accordance with guidelines. St Chads will ensure procedures are in place so that the right medication is given in the right way to the right person at the right time and is stored safely.

This Policy applies to all staff.

All staff are responsible for ensuring this Policy is adhered to and any non-compliance with this Policy may be included in performance and appraisal processes

Guidelines

- Any required medications must be listed on the enrolment form (or subsequent verbal or written communications with the family/caregiver). Details required are:

Name of medication	Condition being treated
Stated dose	Under what conditions it needs to be taken
method of taking	Time to be taken
Possible side effects.	Reaction response if missed
Emergency contact details	

- Verbal communications are to be documented by staff
- Medication is to be provided in original containers with the name of the person, medication and dosage clearly visible
- A medication that is 'new to the client' must be checked off by a senior staff member for possible side effects before agreement to administer
- Information about the use and dosage of Panadol/paracetamol will also be included on enrolment form
- Medication is to be handed to staff on arrival and kept in a secure location. No medication is to be kept in client bags or otherwise in their possession
- A record of medication being given will be kept which will be completed at all times by two staff members. This record will include:

Client name	Medication and dosage
Date and time given	Signature of staff members administering and witnessing

- The General Manager reserves the right to refuse the administering of medication for safety reasons (for example, but not limited to, staff skill/experience, severity of side-effects etc)

Supporting Documents

Enrolment information
Health and Safety Policy

Document Control Parameters:

- The provisions of this Policy supersede and replace all previous Policies

Policy Review:

- This Policy is to be formally reviewed every second year

St Chads Communication Centre		
Date ratified: July 2003	Date reviewed: July 2019	Next review: July 2021