

## Children and Adult at Risk Medication Administration Policy

<b><i>Purpose:</i></b>	This policy aims to promote and prioritise the health, safety and wellbeing of children and adults at risk.
<b><i>Review Date:</i></b>	February 2022
<b><i>Guidance:</i></b>	Health and Social Care Partnership (HSCP)  Care Inspectorate management of medication in day-care of children and child-minding services.
<b><i>Regulatory Standards:</i></b>	Scottish Social Service Council (SSSC) 6.2 Maintain clear, accurate and up-to-date records in line with procedures relating to my work  Health and Social Care Standards My support, my life: Principle 4: My health and Social care needs are assessed and reviewed to ensure I receive the right support and care at the right time.  2.23 If I need help with medication, I am able to have as much control as possible.
<b><i>Date reviewed by Policy Review Working Group (PRWG):</i></b>	20 February 2019
<b><i>Date approved by Management Committee (or PRWG if delegated):</i></b>	20 March 2019
<b><i>Amendments</i></b>	Amendments completed as per PRWG 20 February 2019

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## **1.0 INTRODUCTION**

- 1.1 DPHA believes that children and adults at risk have the right to manage their own medication within a setting that is safe and supportive.
- 1.2 In Scotland, a child aged 16 or over does not need parental consent for medical treatment or interventions unless there is a reason to believe that they lack capacity.
- 1.3 Children under 16 can also consent to medical treatment if they understand what is being proposed. Written parental consent is needed from parents that expect care staff to administer medicines to their child.
- 1.4 This policy provides a framework to positively encourage children and adults at risk to manage medication and to ensure robust systems are in place to assist those who require support to do so.
- 1.5 The aim is to provide personalised support, acknowledging the individual's rights in accordance with the Health and Social Care Standards; My Support, My Life.
- 1.6 Legislation places a duty on DPHA to comply with recognised best practice to promote the safety and wellbeing of individuals and employees, including medication management.
- 1.7 Our policy and procedures ensure that these requirements are met.

## **2.0 PURPOSE**

- 2.1 The purpose of this policy is to ensure that DPHA establishes a consistent approach to ensuring safe and secure practices for the administration, storage, and recording of medication.

## **3.0 RESPONSIBILITIES**

- 3.1 It is the responsibility of the Care Service Manager to ensure the principles and scope of the policy are followed by the staff within their Service.
- 3.2 Where staff have responsibility for administration of medication, DPHA has separate procedures for each service, children and young people and adults at risk which accompany this policy.
- 3.3 Any serious breaches of the policy or related procedures will be reported to the Care Service Manager.

## **4.0 SELF-MEDICATION**

- 4.1 An appropriate risk assessment will be completed to determine whether children and adults at risk are able to manage their own medication. This risk assessment

will consider the physical and mental well-being of vulnerable individuals, as well as practicalities around storage and disposal of medical equipment.

- 4.2 Where children and adults at risk are independent with regards to managing their medication, staff will maintain a flexible service including information and support at an appropriate level, considering the changing needs of the individual.

## **5.0 SUPPORT TO MANAGE AND ADMINISTER MEDICATION**

- 5.1 Children and adults at risk who require support to manage their medication will have a support plan and risk assessment in place that will include details of their expectations, and those of staff in encouraging effective management of medication.

## **6.0 STORAGE OF MEDICATION**

- 6.1 Occasionally it is necessary to make special arrangements for the storage of medication to prevent misuse. This information will be recorded in the individual Care Plan of the child or adult at risk.
- 6.2 Local procedures in each location will define storage locations and access controls for medication

## **7.0 RECORDING OF MEDICATION ADMINISTRATION**

- 7.1 It is essential for all staff involved in the management and delivery of service to ensure that adequate documentation is maintained and shared appropriately. A Medication Recording Sheet is attached as **Appendix 1**.
- 7.2 Documentation must be accurate, concise and legible and written in ink.
- 7.3 Correction fluid must not be used in the event of mistakes in documentation occurring they must be crossed out, amended and marked in ink with the initials of the person completing the documentation.

## **8.0 TRAINING**

- 8.1 DPHA staff are not permitted to administer medication if they have not had accredited training. The SVQ unit covering the skills needed to 'Administer Medication to individuals' is widely used, alongside Social Care TV which is an accredited e-learning provider for health and social care of 'Safe Administering of Medication' [www.social-care.tv](http://www.social-care.tv)
- 8.2 While awaiting accredited training, staff will work in pairs alongside a more experienced colleague.
- 8.3 Training will be refreshed every two years, and accurate training records will be held for every member of staff.

## 9.0 DISCIPLINARY PROCEDURES

- 9.1 In the event that wrong medication has been given, medication is missed or stolen this must be reported immediately to the Care Service Manager, and DPHA disciplinary procedures may be implemented if appropriate.
- 9.2 This is to ensure that our disciplinary action does not impinge on any criminal proceedings that may be implemented as a result of the Interagency Medication Administration Procedures.
- 9.3 Notification will be made to the Care Inspectorate, and reported to the Scottish Social Service Council (SSSC) and Health and Social Care Partnership (HSCP)

## 10.0 THE LOCAL CONTACT DETAILS FOR SOCIAL WORK ARE:

### HEATH AND SOCIAL CARE PARTNERSHIP ADULT AND OLDER PEOPLE

#### Clydebank area

Hardgate Clinic  
Stewart Drive  
Clydebank  
G81 6AH  
01389 811760

#### Dumbarton/Vale area

Health and Social Care Partnership  
16 Church Street  
Dumbarton  
G81 1QL  
01389 776499

### Heath and Social Care Partnership for Children and Families

#### Clydebank Dumbarton/Vale area:

3 Aurora Avenue  
Queens Quay  
Clydebank  
G81 1BF

0141 562 8800  
0141 562 8888

Out of Hours Social Work for children and vulnerable adults at risk: 0300 3431505

## 11.0 POLICY REVIEW

- 11.1 This policy will be reviewed on a three-yearly basis unless any changes are required before this.

**Appendix 1:**

Medication Recording Sheet					
Name:					
Date	Medication	Dosage	Time	Staff signature	Client Response