POLICIES & PROCEDURES - DOCUMENT
C11 MEDICATION - ADMINISTERED

Why Do We Need This Document?
The Service User’s consent to the administration of their medication by a third party is obtained and recorded in the Shared Lives Agreement when necessary.

National Minimum Standard 18.5
The registered manager has a policy on medicines handling and records and ensures that the SL Carer are aware of the policy and the principle behind the policy.

Who Does This Document Cover?
✓ Shared Lives Carers
✓ Shared Lives Officers
✓ West Wales Shared Lives

What Does This Document Cover?
1 The responsibility of the SL service to ensure that there has been an assessment carried out of the individuals need to have their medication administered by a third party (SL Carer).
2 The responsibility of the SL service to ensure, through training, explanation and supervision that SL Carers understand the principles behind the safe handling of medication and follows the procedures laid down by the SL service.
3 The responsibility of the SL service to ensure that SL Carers receive training from a relevant professional in the administration of medication specific to the person placed with them.
4 The responsibility of the SL Carer to follow the SL service’s procedures on safe handling of medication and to seek information and advice if needed.
This document should also be read in conjunction with the following:

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**Relevant Legislation and Statutory Guidance**

- Care Standards Act 2000
- WAG Policy & Practice Guidance 2002
- Misuse of Drugs Act 1971
- Medicines Act 1968
- Misuse Of Drugs (Safe Custody) Regulations 1973
- Adult Placement Regulations 2004
- National Minimum Standards 2004

**Good Practice Guidance**

- NMC Guidelines for the Administration of Medicines
- Department of Health Policy and Associated Practice Guidance for SL services. (July 2002)
- RPSGB ‘The Administration and Control of Medicines in Care Homes and Children’s Services (2003)

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| Date Document Last Updated |   |
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