**MEDICATION POLICY**

**1 Purpose of the Policy**

1.1 This document is designed to support medicines management in all areas of work undertaken by the agency staff employed by ScotNursing Ltd.

1.2 It should be read alongside the named reference documents and the ScotNursing Procedures related to Medication Management

**2 Policy Aims**

* Safeguard the interest of patients, clients and service users.
* Clarify level and scope of responsibility of the agency workers
* Encourage safe systems of work
* Identify communication structures for both staff and customer should concerns be raised or errors occur
* Outline the training required to safely administer medication

 **3 Responsibilities**

3.1 It is the responsibility of the Nursing and Care Managers to ensure the policy is made available to all agency staff at induction and that the principles and scope of the policy are followed.

3.2 Each member of the agency has a responsibility to read and adhere to the policy and the related operating procedures

3.3 All agency staff must adhere to the local policy in the area in which they work

3.4 Where a person is being cared for at home, the care co-ordinator has a responsibility to establish what support is required regarding medications and provide the appropriately trained staff

3.4 All agency staff must be open and honest about their experience and not work outside their level of competence

3.5 In the event of a medication error or discrepancy, the nursing co-ordinator on call will be responsible for supporting the staff member involved and dealing / logging the incident. At the first available opportunity, or immediately where necessary, the Nursing Director will then take over the investigation / communication

3.6 ScotNursing Ltd. will comply with the legal requirement that is Duty Of Candour, whereby health, care and social work organisations inform people (and their families) when they have been harmed either physically or psychologically as a result of the care or treatment they have received.

**4 Training**

4.1 Registered Nurses are required to adhere to the requirements of the Nursing and Midwifery Council Code of Professional Standards and the revalidation process. This aims to ensure that registrants keep up to date with current research and practice and therefore safely and effectively care for patients.

4.2 ScotNursing offer regular Medication update courses and registered nurses are required to attend one such course within 6 months of registering with the agency.

4.3 ScotNursing include advice on medication at induction for both registered and support workers

4.4 Support Staff working within Care Homes will be given basic medication training (level 1). All support staff are required to attend one such course within 6 months of registering with the agency.

Should support staff be required to take on additional roles, or work within a person’s own home then further training will be required (level 2) This will be offered on a regular basis.

 Level 3 training will be undertaken should staff be required to administer medication by specialised techniques. For example Via a PEG tube, Per Rectum, Buccal Diazepam etc. This skill is not transferrable and is client specific.

5. **Outline of Safe** **Systems of Work** (Full procedures are contained within the Procedures for Medication Management)

1 **Home Care** ; the role of both the Registered Nurse and the Support Worker when managing the medication of the service user.

2 **Care Homes**; the role of the registered nurse within the care home. Including the use of MAR Consent, Incapacity, Homely drugs

3 **Hospitals**

4 **Courts**

5 **Occupational Health**

**2 Reference Documents**

* A Guide to Good Practice in the Management of Controlled Drugs in Primary Care – *Scotland NHS Scotland September 2014*
* Covert Medication, Legal and Practical Guidance – *Mental Welfare Commission for Scotland 2013*
* Guidance about medication, personal plans, review, monitoring and record keeping in residential care services. *Care Inspectorate 2012*
* Prompting, Assisting and Administration of Medication in a Care Setting : guidance for professionals – *Care Inspectorate / RPSS/ Social Work Scotland - March 2015*
* Remember I’m Still Me *– Mental Welfare Commission for Scotland*
* Standards for Medicines Management – *NMC 2007 (being withdrawn late 2018)*
* The Adults with Incapacity in General Hospitals and Care Homes *– Mental Welfare Commission for Scotland March 2017*
* The Handling of Medicines in Social Care – *Royal Pharmaceutical Society of Great Britain*
* The Royal Marsden Manual of Clinical Nursing Procedures 9th Ed. *2018 Edited by Lisa Dougherty and Sara Lister. Wiley Blackwell*
* The Safe and Secure Handling of Medicines – A Team Approach *– Royal Pharmaceutical Society - March 2005 (under review as August 2018)*