

**MEDICATION POLICY**

**Date: 1 October 2017**

**Review date:1 October 2018**

It is the policy of Omega Care Group **not** to administer medication.

No member of staff is permitted to administer medication in any circumstances. Additionally, staff are not permitted to supply young people with pain killers such as paracetamol, aspirin etc. as this would also constitute administering medication.

Yong people may, on occasion, request that medication they are currently taking be stored for safety in the office. An agreement to this from staff should be recorded in the handover book and all other staff informed.

The medication should be kept, untouched by staff, within the safe which should be locked. The safe should be placed either within a lockable cupboard or placed in a site not accessible to young people.

Staff should **not** prompt the young person to take or request their medication - it is the young person’s responsibility to ask for, and to self -administer their medication.

When so requested by the young person, staff should remove the medication from the safe and place it, within all packaging, upon the desk.

The young person is responsible for removing the medication from its packaging and for its administration.

Staff may **not** open the medication **or** place the medication directly into a young person’s hand.

When the young person has retrieved their medication, they should seal the remainder of the pack and return this to the top of the desk. The staff member will then replace the packaged medication in the safe and lock it.

Staff should record the young person’s request for the medication within the daybook and the Health and Wellbeing section of their daily record.

Social workers should be made aware of this Policy when seeking a placement.