

Medication Policy

Connect IoW CIO takes the health and wellbeing of all of its Service Users extremely seriously. All staff recognise their duties and responsibilities in relation to the Equality Act 2010, which states that any Service User with an impairment affecting their ability to carry out normal day-to-day activities must not be discriminated against

Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

Children and Families Act 2014

Education Act 2011

Health Act 2006

Equality Act 2010

DFE 2022 KCSIE

This policy operates in conjunction with:

Health and Safety policy

First Aid policy

Staff Code of Conduct

Safeguarding policy

Whistleblowing policy

Compliance

A company is not required to register with CQC to administer medication if the only intention is to provide support to administer, prompt or supervise medicines and there is not any intention to provide any of the activities defined as personal care. Connect IoW CIO is therefore not required to register with CQC as it is our intention to assist with medication only, and to do so in the community, never in a Service User's home

The definition of Personal Care covers:

a) Physical assistance given to a person in connection with:

- a. Eating or drinking (including the administration of parenteral nutrition)
- b. Toileting (including in relation to menstruation)
- c. Washing or bathing
- d. Dressing
- e. Oral care, and
- f. The care of skin, hair and nails (with the exception of nail care provided by a chiropodist or podiatrist), and

b) The prompting and supervision of a person to do any of the types of personal care listed above, where that person is unable to make a decision for themselves in relation to performing such an activity without such prompting and supervision

Prompting and supervision is where staff prompt and directly supervise a person in their own home when they are carrying out the above actions and where the person is unable to make a decision for themselves in relation to performing such an activity without someone prompting them. Supervision will normally include direct observation of the action as it is carried out or otherwise checking on how it is being carried out. Supervision will not normally include merely encouraging someone to perform the activity or checking at some point afterwards whether it has been done. This means that in any service if staff are prompting and supervising a person in their own home, then the services will be classed as providing the provision of personal care

Health and Safety

Our Health and Safety policy lays out specific requirements for cleaning and hygiene

Staff and Facilities

Staff members who provide assistance with medication will be suitably trained and will be made aware of what is good practice. Training records are held centrally for all staff and are available upon request

Responsibilities

Arrangements will be made with the nominated individuals in charge of the service plan to discuss medication needs of any Service User before they begin support with us. Where possible Service Users will be involved in planning their own healthcare needs, with input from parents/carers welcome

Parents will be contacted if the Service User refuses medication, or becomes distressed during the process

Risks associated with medication will all be documented on the Person-Centred Risk Assessment written for each Service User. A medication support plan will also be completed for any Service User requiring medication during supported hours

A copy of this policy will be made available to all Service Users and their families so that they understand the policies and responsibilities surrounding medication

Safeguarding

All employees have Level 2 Safeguarding training and have completed an enhanced DBS check.

Right to privacy will be respected. Careful consideration will be given to each individual situation to determine how many support workers will be required when someone requires assistance with medication

Policy last review date: 17.10.2025