



## **Members' Medication Management Policy**

## Standard Operating Procedure

### SOP Title:

Standard Operating Procedure for the management of medication.

Document reference number	SIMM1	Document developed by	Noelin Fox
Revision number	One	Document approved by	Board of directors, StepIn
Approval date	January, 2014	Responsibility for implementation	All StepIn staff and volunteers
Revision date	This guidance will be reviewed at least every 2 years. A change in relevant legislation, practice, service requirements or a serious incident will prompt an earlier review.	Responsibility for review and audit	Board of directors, StepIn

### 1. PURPOSE

The purpose of this Standard Operating Procedure is to have uniformity and consistency in relation to management of medication by StepIn frontline staff and volunteers. This SOP will assist StepIn staff, volunteers and board of directors to outline the procedure to be followed when working with network members who are prescribed medication.

## **2. SCOPE**

All StepIn staff and volunteers

## **3. INTRODUCTORY STATEMENT**

StepIn aims to ensure that members achieve the best possible health. StepIn recognises that some members who take prescribed medications need assistance to manage this. Our aim is to ensure that the support we provide builds on the individual's needs, skills and abilities in this area.

Managing medication is a crucial element of independent living but many members join StepIn with limited experience of managing their own medication. Safe administering of medication is also an essential part of individual members' health and well-being.

Members may find the task of safely administering their own medication difficult, for example remembering the times and amounts of medication, filling prescriptions, making and attending doctor's appointments.

This is coupled with the fact that some members are also vulnerable and open to exploitation from others.

## **4. Details**

It is part of StepIn employees' and volunteers' roles to support members to manage their medication safely and as independently as possible. This support is individually focused. It is StepIn's responsibility to ensure that volunteers and employees have the resources available to enable them to do this effectively. The following guidelines are intended to provide a framework for volunteers and employees in carrying out this part of their role:

1. All volunteers and employees will have a list of actions taken from assessments and individual planning meetings, outlining who is taking responsibility for what with regard to the management of individual member's medication. It is the responsibility of the Supported Living Organiser to ensure that actions are carried out.

2. Where appropriate members will have an individual medication file – the Supported Living Organiser and volunteer will provide on-going support/ coaching/ encouragement in supporting members to manage their medication and in ensuring that, where support with the administration is required by members, that this is provided.

3. In general, employees and volunteers will not administer medications to members except where this is agreed as part of an individual planning, risk assessment or assessment meeting.

4. Where employees or volunteers administer medications to members as an agreed action from individual planning or assessment meetings, StepIn will ensure that they are provided with necessary training.

## Medication Management signed and dated

Signed: \_\_\_\_\_

StepIn Chairperson

Date: \_\_\_\_\_