

# Medication Management Policy

## Policy Management

Policy Created: <i>November 2025</i>	Document Location: <input checked="" type="checkbox"/> Bee-Able CIC website <input checked="" type="checkbox"/> Hard copy in red folder on top shelf of locked cabinet in office <input checked="" type="checkbox"/> Electronic copy on OneDrive > Documents > Policies
Date of Last Review: <i>November 2025</i>	
Date of Next Review: <i>November 2026</i>	
Responsibility: <i>Manager, Bee-Able CIC</i>	Name: <i>Sharon Senior</i>
Signed:	Date:

## 1. Purpose

This policy ensures safe handling, storage, and administration of medication for service users, in line with best practice and safeguarding principles.

## 2. Scope

Applies to all staff and volunteers who support service users who may require medication during activities or sessions.

## 3. Key Principles

We will:

- Support individuals to manage their own medication wherever possible
- Only assist with medication when agreed and recorded in their support plan
- Keep full, accurate, and up-to-date records of all medication support
- Never administer medication without written consent and authorisation

## 4. Medication Support Levels

- a) **Self-Administration:** Service users manage their own medication independently.
- b) **Prompting:** Staff remind individuals when to take medication.



- c) **Assisting:** Staff help open packaging or prepare doses (if authorised).
- d) **Administration:** Only trained staff may administer medication directly, with written consent.

## 5. Storage

- Medication is stored securely in a locked cupboard or container when held by staff.
- Controlled drugs are never stored on premises unless risk assessed and authorised.
- Expiry dates are checked regularly.

## 6. Recording and Auditing

- A medication log records date, time, dosage, and staff initials.
- Any missed doses or refusals are documented and reported.
- Regular audits ensure compliance and identify patterns or errors.

## 7. Disposal

Unused or expired medication is returned to the family or pharmacy safely and recorded.

## 8. Training

Staff involved in medication support must complete appropriate training and competency checks.

## 9. Monitoring and Review

We will review our practices regularly and this policy every year, or following any medication incident, to make sure it stays relevant and effective.