

Medication Management Policy

Policy Management	
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Date of Last Review: <i>November 2025</i>	
Date of Next Review: <i>November 2026</i>	
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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 Principals

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.