

Harrow Shared Lives Scheme Policy and Procedure No. 31A

Handling Medicines – Self Administered

The Harrow Shared Lives Scheme enables you to take responsibility for your own medication wherever possible. It is the policy of Harrow Shared Lives Scheme to encourage and support service users to take responsibility for their own medication.

How would this happen?

Harrow Shared Lives will, prior to the placement, and in consultation with the Service User Care Manager or his/her advocate, the Service Users GP, and the Shared Lives Carer, undertake a risk assessment of the service user's competence to manage his/her own medication. The outcome of the assessment and/or the support that the Service User requires to administer their own medication will be recorded in the individual Placement Agreement / Contract. Information about any medication you require, the extent to which you can take responsibility for this and/or any assistance you need will be included in your Service User Plan.

Where it has been agreed that the Service User can administer their own medication Harrow Shared Lives will ensure that the Service User signs a 'Self Administering' form, this form will be kept by the Service User with a copy on the Shared Lives Carer's file held by Harrow Shared Lives.

If medicines (prescribed and non-prescribed) are kept at the SL Carer's home, they will be stored in a lockable container/in a suitable place that is not affected by extreme heat or moisture. This may include asking you to bring your medicines in a suitable container even if you are responsible for them yourself, in order to make sure that other people in

the house cannot take them, whether by accident or on purpose. If medicines need to be kept cool they will be kept in a clearly marked container on the top shelf of the refrigerator.

The Shared Lives Carer will support the Service User to self-medicate by providing only advice and guidance. When possible the Shared Lives Carer will record occasions when the Service User does not self-administer and advise the Service User's Care Manager.

Where it has been agreed that the Service User can administer their own medication Harrow Shared Lives will ensure:

- The Service User will be provided with a lockable cabinet for storage of his/her medication; to which.
- The carer will be allowed access to, with the Service Users permission.

Where the service user administers their own medication, the Shared Lives Carer will keep a record of all medication, together with the date and details of newly prescribed medication. Shared Lives Carers should record and report to their Shared Lives Officer any concerns about the ability or willingness of the person placed with them to self-medicate. The Shared Lives Officer should similarly record and if appropriate act on information provided by the Carer.

Arrangements for administration of your medication (including any risk assessments) will be reviewed regularly when your Service User Plan is reviewed, or more frequently if required.

Your dignity and privacy and preferences will be respected when you are taking medicines.

You have a right to give or withhold consent for any medical treatment or examinations. SL Carer(s) understand that they cannot do this for on your behalf and nor can anyone else. If you are unable to make decisions or give informed consent yourself, this will be discussed with your doctor or dentist (and your representative, when appropriate) to agree a way forward that is within the law and in your best interests. In these situations we will follow guidance in the Mental Capacity Act 2005 Code of Practice.

See these other policies and procedures and documents for further information on:

- Medication Administration Records
- Record keeping
- Health and safety
- First aid
- Risk assessment and risk management
- Making choices and decisions
- Service User Plan
- Individual planning, monitoring and review
- Staying healthy and making use of health resources
- Training and development