

## **Medication Policy**

**Young Epilepsy will ensure all students requiring medication receive medication in a correct, proper, timely and safe manner**

Young Epilepsy will comply with Regulation 13 of the Health and Social Care Act 2008 (Regulated Activities) Regulations 2010 which states that the registered person must protect service users against the risks associated with the unsafe use and management of medicines, by means of the making of appropriate arrangement for the obtaining, recording, handling, using, safe keeping, dispensing, safe administration and disposal of medicines used for the purposes of the regulated activity.

There are a suite of Medication procedures which include guidance for all areas.

There are specific training requirements, to be fulfilled subject to regular review. All staff will be offered initial and refresher training, as deemed necessary; to ensure that the care provided to all students is of a consistently high and safe standard.

Staff are expected to comply with training requirements and it will be their responsibility to ensure they have a good level of understanding of all aspects of this Medication Policy and will be aware of the implications of failing to follow procedures.

All staff must comply with the legal requirements and standards determined by the registering authorities, as well as the relevant professional bodies and operate in accordance with the best possible practice.

The Pharmacy Adviser ensures that the organisation operates within guidance and supports staff. The supply of medicines is by Boots Homecare Services.

A registered nurse or doctor, who is legally and professionally competent in administering drugs, may singly administer drugs except controlled drugs. Individual practitioners must, by so acting, assume responsibility for this practice

All nursing staff are 'personally accountable for their practice' (NMC Guidelines). This also includes a commitment to continuing professional education.

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**This policy is agreed by the Health Services Committee and will be implemented by all departments.**

**Signed:** .....

**Date:** .....

**John Cowman**  
**Director of Operations**

Date of next review: 1<sup>st</sup> September 2016