



# **Administering Medication Policy**

**Issued by Social Housing & Community Safety**

**November 2024**

## **Administering Medication Policy Quality Record**

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**This Policy is available in larger print.  
Please contact Human Resource if you require  
assistance.**

## **1. Policy statement**

- 1.1 Nuneaton and Bedworth Borough Council's Independent Living Service aims to provide a safe environment in which residents can maintain their independence whilst maximising their well-being.
- 1.2 This policy also aims to protect tenants and staff from potential mistakes leading to significant risks to a tenants well-being. Staff may not administer medication except under the supervision of a qualified medical practitioner in the event of a serious emergency.

## **2. Purpose**

- 2.1 The purpose of this policy is to:
  - Ensure that Nuneaton and Bedworth Council's Independent Living Service adopt a consistent, fair and transparent approach in the way it deals with the administration of medication.

## **3. Scope**

- 3.1 This Policy explains how Nuneaton and Bedworth Borough Council's Independent Living Service will manage the administration of medication within its Independent Living accommodation.
- 3.2 It covers the administration of all medicines including those prescribed by a medical practitioner, pharmacist, or complementary therapist. It also covers non-prescription drugs including home remedies.

## **4. Responsibility**

- 4.1 The Landlord Services Manager retains the overall responsibility for the implementation of this policy.
- 4.2 The Independent Living Team Leader is responsible for the operational delivery of this policy and the associated procedures. This includes responsibility for monitoring and reviewing, staff awareness and training, policy development and communication to tenants.

## **5. Definition**

- 5.1 Nuneaton and Bedworth Borough Council's Independent Living Service has defined the administration of medication as the giving of, or encouragement to a third party to take any medication as identified within the scope above.

## **6. What support in respect of medication can Wellbeing Officers provide?**

- 6.1 The Independent Living Team may support tenants to take medication in certain but limited circumstances, these will normally only include:
  - The Independent Living Team do not collect medication on behalf of a tenant.
  - In very exceptional circumstances, and only to save life, staff may be asked to administer directly medication under the supervision of a medical practitioner, in

these circumstances the Independent Living Team must report the incident to the Independent Living Team Leader or Landlord Services Manager as soon as is practicable.

6.2 In all of the above cases, staff must make the Independent Living Team Leader or Landlord Services Manager aware of any incidents and must keep a detailed record of any such administration.

## **7. Tenants who cannot administer their own medication**

7.1 If a resident has concerns as to their ability to self-medicate should discuss this further with their:

- GP or medical practitioner
- Social worker
- Family Member

## **8. Equality & Diversity**

8.1 This policy and associated procedures will apply to all Nuneaton and Bedworth Borough Council's Independent Living Service is committed to promoting equality of opportunity and to eliminating unlawful discrimination on the grounds of race, age, disability, gender, sexual orientation, religion, belief, class, financial status and any other difference that can lead to discrimination or unfair treatment.

## **9. Related documents**

- Advance Directives (Living Wills) Policy
- Independent Living Procedure Guide

## **10. Review date**

10.1 Every three years or on the introduction of new legislation, regulation or good practice guidance.