Title of Policy:	**Medication – Non-Administration**
Section:	**Health and Safety**

Purpose

This policy sets out Carers Choices' position regarding the storage and administration of medication by Clients receiving our support.

Procedure and Guidance

It is Carers Choices' policy that under no circumstances are staff to take responsibility for, or to have involvement in, any of the following activities:

- Directly administering medication to Clients
- Providing support to Clients to administer their own medication
- Storing, releasing or auditing medication to Clients
- Collecting or handling medication for Clients

For clarity, this includes:

- Prescription medication, including controlled drugs
- OTC (Over the Counter) medication
- Any alternative medicines or herbal remedies

These are regulated activities which Carers Choices is not registered to undertake. Staff must understand the importance of adhering to the non-administration policy at all times.

In the event that a Young Person receiving support from Carers Choices should ask a member of staff to engage in any of the above activities related to medication, they

must report the request to management and ensure a written record is kept of the request from the Client for future reference.

CQC Registration and Inspection Compliance

Key Questions and Quality Statements applicable to this Policy	Care Quality Commission (Registration) Regulations 2009 applicable to this Policy
Safe • Involving People to Manage Risks • Safe Environments	

Legislative Compliance

Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 applicable to this Policy	Other legislation relevant to this Policy
Regulation 11: Need for consent Regulation 12: Safe care and treatment Regulation 9: Person-centred care Regulation 17: Good governance	

Policy Reviewed on Date of Implementation by the Following Company Officer:

Full name:

Paul Ramsden

Job Title:

CEO

Signature:

P. Ramsden

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