

Medication Protocol for Unregistered Respite at Stavordale House

Purpose:

To ensure that all medication taken and supervised at Stavordale is managed safely, appropriately, and in line with legal and ethical guidelines, considering the non-clinical, **not** CQC registered nature of the setting.

1. Scope

This protocol applies to all staff involved in supporting members at Stavordale who bring prescribed or over-the-counter medications during their stay.

2. Key Principles

- Stavordale does not store or administer any controlled drugs.
- No staff are expected or permitted to administer medications.
- All medication support is offered only as prompting or observing.
- Responsibility for medication ultimately remains with the individual (if capacity is present) or their legal guardian/family/support team.

3. Levels of Support

Medication support may include:

- Self-Administration:
 - Individuals may self-administer if assessed as competent to do so.
 - Medication is kept securely by the individual in a locked medicine box in their room.
- Prompting:
 - Staff remind individuals to take their medication at the correct time.
 - No physical handling of medication by staff.

4. Storage

- Medication brought into the house must be accompanied in its original packaging, labelled by a pharmacy. Only enough medication for a member's stay should come with them, and can be decanted into labelled pill boxes prior to arrival.
- Stored securely in a locked box in the member's room.
- No staff may repackaging or decant medication.

5. Errors or Concerns

- Any medication error (missed dose, wrong time, incorrect medication) must be reported immediately to the manager and next of kin.
- An incident form is completed, and a review of procedure follows.
- In case of medical emergency, 999 is called immediately.

6. Review

This policy is reviewed annually or sooner if legislation, guidance, or best practice changes.

Signed: Vicky Gordge / Angie Lambert / Connor Doherty - stABILITY Stavordale House

Date: April 2025