**Pathway To Potential - Medication Handling and Administration Policy**

**Purpose:**

This policy outlines guidelines and procedures for the safe handling, administration, and pickup of medications within PATHWAY TO POETENTIAL. It aims to ensure the well-being and safety of all individuals by minimizing the risk of medication errors and promoting compliance with regulations and best practices.

**Scope:**

This policy applies to all employees of PATHWAY TO POETENTIAL who are involved in handling, administering, or picking up medications.

**1. Medication Pickup:**

* Employees are strictly prohibited from picking up medications and scripts for all clients to prevent potential errors or conflicts of interest.
* Clients and Client Representatives are responsible for managing their own medication pickups.

**2. Medication Administration:**

* Only employees who have received proper training and certification in medication administration are authorized to administer medications.
* Authorized employees must adhere to the following guidelines:
1. Ensure proper identification of the individual receiving medication.
2. Verify the medication against the prescription or medication order.
3. Administer medication according to prescribed dosage, route, and frequency.
4. Document medication administration accurately and promptly.
5. Monitor for any adverse reactions or side effects and report them immediately to appropriate personnel.
6. Follow established protocols for handling medication errors or discrepancies.
7. Medications should be administered in a safe and appropriate environment to maintain confidentiality and respect the individual's dignity.

**3. Medication Storage:**

* All medications must be stored securely in designated areas to prevent unauthorized access and tampering.
* Medications should be stored according to manufacturer's instructions and regulatory requirements, including temperature and humidity control.
* Controlled substances must be stored and handled in compliance with applicable laws and regulations.

**4. Medication Disposal:**

* Expired or unused medications should be disposed of promptly and according to established protocols and regulations.
* Employees should not dispose of medications by themselves but should follow designated procedures for safe disposal.

**5. Reporting and Documentation:**

* Any incidents, errors, or concerns related to medication handling or administration must be reported immediately to the appropriate supervisor or designated authority.
* Documentation of medication administration, including the medication administered, dosage, time, and individual receiving the medication, must be recorded accurately, and maintained securely.

**6. Compliance and Training:**

* All employees involved in medication handling or administration are required to undergo regular training and competency assessments to ensure adherence to policies and best practices.
* Non-compliance with medication handling and administration policies may result in disciplinary action, up to and including termination of employment.

**Conclusion:**

Adherence to this policy is essential to promote the safety, well-being, and quality of care for individuals receiving medications within [Organization Name]. Employees are expected to familiarize themselves with this policy and comply with its provisions at all times.

**Policy Review:**

This policy will be reviewed and updated as necessary to reflect changes in regulations, best practices, or organizational requirements. Employees will be notified of any revisions to ensure ongoing compliance.

**Date:** 15/01/2024

**Signed:**

Jazmine Billiards

Director

