

# Medication Administration Policy

## J&V Activity Buddies

**Owner:** Vendula Kufuor

**Organisation:** J&V Activity Buddies

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## 1. Purpose

This section outlines how JV Activity Buddies safely supports individuals with medication during community-based activities, including outings, day services, travel, and social participation.

The aim is to ensure medication is administered safely while promoting independence, dignity, and inclusion.

## 2. Scope

This applies to all staff supporting service users:

- During community outings (parks, shops, appointments, activities)
- During transport (walking, public transport, vehicles)
- During community-based day support sessions
- In emergencies requiring medication support

## 3. General Principles

Staff must:

- Prioritise safety, dignity, and independence
- Only support medication if authorised in the care plan
- Follow “minimum necessary intervention” (prompt → assist → administer)
- Never guess, improvise, or deviate from instructions
- Ensure medication is never shared between individuals
- Maintain confidentiality at all times

## 4. Pre-Activity Planning

Before any community activity:

- Confirm medication requirements for each individual
- Check MAR charts and PRN protocols
- Ensure correct medication is packed and labelled
- Confirm dosage times during the outing
- Carry emergency contact details and care plans
- Ensure staff are trained and competent

A **pre-departure medication check** must be completed and documented where required.

## 5. Safe Transport of Medication

When transporting medication in the community:

- Medication must remain in original packaging with pharmacy labels
- It must be kept in a secure, locked bag or container when appropriate
- Controlled drugs must be carried according to legal requirements and risk assessment
- Medication must never be left unattended (e.g., in vehicles or public spaces)
- Temperature-sensitive medication must be stored appropriately

## 6. Administration in Community Settings

Medication may only be administered in the community when:

- It is documented in the care plan and MAR chart
- Staff are trained and authorised
- There is a suitable, safe, and private environment where possible

**Staff must:**

- Confirm the “6 Rights” of medication:
  - Right person
  - Right medication
  - Right dose
  - Right time
  - Right route
  - Right documentation
- Explain the process to the individual in a respectful way
- Support privacy and dignity (e.g., step aside from public view where possible)
- Observe the individual taking medication if required

## 7. PRN Medication in the Community

PRN medication must only be given:

- According to a written PRN protocol
- For the specific reason stated (e.g., pain, anxiety, epilepsy rescue medication if trained)

Staff must:

- Record time, dose, reason given, and effect
- Monitor the individual after administration
- Escalate if medication is ineffective or repeated frequently

## **8. Refusal of Medication**

If an individual refuses medication in the community:

- Staff must not force or coerce
- Offer support and reassurance
- Record refusal clearly
- Inform the manager or on-call person if required
- Follow escalation procedures if refusal impacts health or safety

## **9. Missed or Delayed Doses**

If a dose is missed or delayed due to community activity:

- Do not double dose unless instructed in care plan or by healthcare professional
- Report immediately to manager or nurse/GP
- Record full details on MAR chart and incident form if needed

## **10. Privacy and Dignity**

Staff must ensure:

- Medication is not administered in a way that draws unnecessary public attention
- Conversations about medication are discreet
- Personal health information is kept confidential
- Individuals are supported respectfully and without stigma

## **11. Emergency Situations**

In case of emergency:

- Follow individual emergency care plans (e.g., epilepsy, anaphylaxis, diabetes)
- Administer emergency medication only if trained and authorised
- Call 999 if required
- Inform emergency contacts and management immediately
- Complete incident reporting procedures

## **12. Record Keeping in Community Settings**

All medication actions must be recorded:

- Immediately after administration
- On MAR charts or approved digital systems
- Including time, dose, reason, and staff signature

Any issues (refusal, error, delay) must be documented clearly.

## **13. Staff Responsibilities**

Staff must:

- Be trained and competent in medication support
- Carry care plans and emergency information when required
- Maintain vigilance during outings
- Report concerns immediately
- Follow safeguarding procedures at all times

## **14. Risk Management**

Community medication risks include:

- Loss or damage of medication
- Missed doses due to timing
- Public environment constraints
- Behavioural challenges
- Emergency health deterioration

These risks must be addressed in individual risk assessments and reviewed regularly.