

Medication Policy

Date:	23 rd January 2024
Review date:	23 rd January 2025
Approved by:	Rob Grays – Chief Executive Officer

Purpose

Prospero Group is committed to the welfare of our Service Users.

The purpose of this policy is to provide Temporary Workers with guidelines for medication management and administration where required as part of their role and placement through Prospero Group.

Scope

All Prospero Group Temporary Workers should follow the Client's Medication Management policies.

Where the Client does not have comprehensive Medication Management policies, medication should not be administered.

Temporary Workers are expected to treat this policy as an addition, and subordinate, to the Client's Medication Management policies.

This policy is to inform all Prospero Group Temporary Workers, who have any involvement with medicines, of the correct procedures for the management and administration of medication.

Definitions

Adult at Risk – any person aged 18 years and over, who is or may be in need of community care services by reason of mental health issues, learning or physical disability, sensory impairment, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or serious exploitation.

Child - any person under the age of 18.

Client – an organisation, which engages with Prospero Group to purchase Work-Finding Services. This includes, amongst others: Schools, Local Authorities, Care Homes, Universities, Parents/Carers and Private Sector organisations.

Prospero Group – is comprised of three entities: Prospero Teaching, Prospero Health & Social and Prospero Integrated.

Service User – is defined to mean **Child, Children** or **Adult at Risk**.

Temporary Worker – an individual receiving Work-Finding Services, delivered by Prospero Group. This includes, amongst others: Teachers, Tutors, Teaching Assistants, Care Assistants, Support Workers and Nurses.

Work-Finding Services – taken to mean recruitment activity, advertising of roles and provision of work-related training, provided by Prospero Group.

Roles and Responsibilities

Temporary Workers must act in accordance with the Client's Medication Management policies.

Temporary Workers are expected to treat this policy as an addition, and subordinate, to the Client's Medication Management policies.

Temporary Workers must:

- Never make clinical judgments or offer advice on medication.
- Never administer medication:
 - Without having completed medication training.
 - Where the Client does not have comprehensive Medication Management policies.
 - Where details of a Service Users required medication and / or administration guidance is unavailable.
 - Where details of medication administration differ from the prescription – you must notify Prospero immediately if this is the case.
 - Where a Medication Administration Record (MAR) chart or other recording system is unavailable.
 - Which is not included in the Service Users care plan (or equivalent).
 - To any Service User who fails to consent or directly refuses - this does not mean that some encouragement cannot be offered.
- Ensure completion of the Medication Administration Record (MAR) chart / other recording system is clear, correct and signed.
- Immediately inform both the Client and Prospero Group if after administration of medication, a Service User complains of any pain, nausea, bleeding or if feeling unwell.
- Never attend an outpatient appointment with Service User unless explicitly agreed in writing by both the Client and Prospero Group.
- Never purchase medication for the Service User unless explicitly agreed in writing by both the Client and Prospero Group.
- Store all medication in accordance with the Client's Medication Management policies and Service Users care plan (or equivalent).
- Be mindful of, and sensitive to, a Service Users preferences – pre-agreed in accordance with the Client's Medication Management policies and Service Users care plan (or equivalent). For example:
 - Dietary requirements
 - Cultural or religious views

Confidentiality

Temporary Workers must never discuss or disclose a Service User's medical history or treatment to anyone, including a relative or another person. If asked, Temporary Workers will redirect the questioner to discuss this with the Client and contact Prospero Group immediately unless the information is requested by a member of the Police or an Emergency Responder.

Record Keeping

All administration of medication must be recorded on the Medication Authorisation Record (MAR) chart or other recording system, in line with the Client's Medication Management policies and the Service Users care plan (or equivalent).

Temporary Workers must report any missing Medication Administration Record (MAR) chart or other recording system to the Client and Prospero Group immediately.

Training

Temporary Workers who are required to manage and administer medication as part of their role and placement through Prospero Group will be provided with Medication Management e-learning training through Prospero Group's third-party training provider.

Where a Client requires a Temporary Worker to complete further training, they must notify Prospero Group immediately.

Consequences

Failure to adhere to this policy may result in termination of the Temporary Worker's Work-Finding Services and referral to the Disclosure and Barring Service / relevant professional body, if applicable.

Data Protection

Prospero Group will treat all Temporary Workers' data confidentially and in accordance with the requirements of the Data Protection Act 2018 and the General Data Protection Regulations 2018.

Enforcement

This policy will be enforced by Prospero Group's CEO, Managing Director, Operations Directors, Head of Compliance & Safeguarding, Head of HR and Data Protection Officer.

Failure to adhere to this policy may result in suspension / termination of the Temporary Worker's Work-Finding Services and referral to the Disclosure and Barring Service / relevant professional body, if applicable.