



Medication Policy

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Approved by:	Rob Grays – Chief Executive Officer



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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.

Regulated Care Provider – care provider who is monitored by either CQC or CIW.

Unregulated/unregistered placement – care placement that is not taking place in a regulated care provider.

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

Temporary Workers

Where the Client is a regulated care provider, the Temporary Worker must:

- Act in accordance with the Client's Medication Management policies.
- Read and understand the Client's medication Management policies.
- Ensure completion of the Medication Administration Record (MAR) chart / other recording system is clear, correct and signed.

- 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, 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

Where working on an unregulated / unregistered placement, the Temporary Worker must:

- Act in accordance with the Client's Medication Management policies – where the Client does not have comprehensive Medication Management policies, please refer to this policy.
- Never make clinical judgments or offer advice on medication.
- Never administer medication:
 - Without having completed Prospero Group's 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 Group 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 the Client, Prospero Group and the relevant emergency services if after administration of medication, a Service User complains of any pain, nausea, bleeding or if feeling unwell.
 - Emergency: If an individual is in immediate danger, call 999 right away.
 - Non-Emergency: If an individual is not in immediate danger, call 111.
- 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, 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

Clients

Where the Client is a regulated care provider, the Client must:

- Ensure that all Medication Management policies, Care Plans and any other relevant documents are available to and shared with Temporary Workers, Prospero Group and any relevant third parties.
- Notify Prospero Group ahead of the placement, or as soon as possible, if specialist training is required.
- Ensure that all details of a Service Users required medication and / or administration guidance is available.
- Ensure that a Medication Administration Record (MAR) chart / other recording system available.

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 and Medication Errors

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.

Temporary Workers must report all medication errors to Prospero Group, the Client and the relevant emergency services.

- **Emergency:** If an individual is in immediate danger, call 999 right away.
- **Non-Emergency:** If an individual is not in immediate danger, call 111.

Medication errors include, but are not limited to:

- Errors on the Medication Authorisation Record (MAR) made by either themselves or other individuals (including, but not limited to, Prospero Group Temporary Workers, Service Users, Social Workers and other professionals).
- Errors when providing the correct dosage and / or medication to the Service User (including where the Service User is self-medicating).

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 an internal investigation and / or 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.