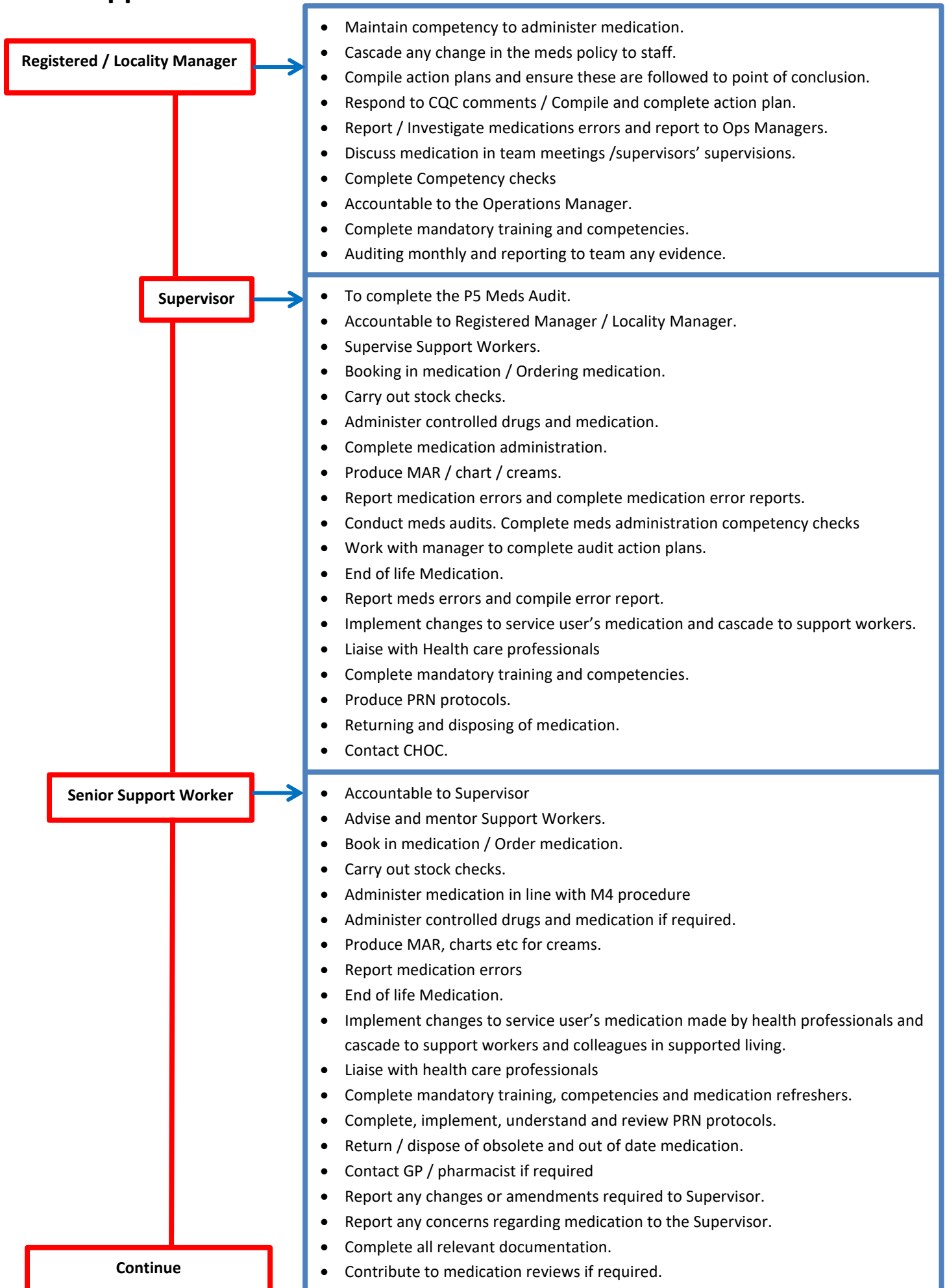


DISABILITY AND MENTAL HEALTH MEDICATION FLOWCHART

Appendix 15b Version 4 dated 17/04/19



DISABILITY AND MENTAL HEALTH MEDICATION GOVERNANCE

Appendix 15b Version 3 dated 19/02/19

Support Worker

- Accountable to Manager / Supervisor
- Complete mandatory training and competencies including M4 policy.
- Administer medication including creams, eye drops, ear drops etc (NOT controlled drugs in Day Services). Day services may be required to administer controlled drugs if there is no supervisor available.
- Complete medication refresher.
- Assist supervisor with controlled drugs.
- Report any changes or amendments required to Supervisor.
- Complete all relevant documents.
- Contribute to medication reviews if required.
- Understanding the PRN protocols.
- Being supported by the supervisor.
- Disposal of medicines if required.
- Booking in Medication / Carry out stock checks (When stock is low eg cream to inform the supervisor).
- Liaise with Health care professionals
- Follow PRN / Protocols.
- Contact CHOC.
- Implement changes to service user's medication and cascade to colleagues in supported living

Night Support Worker

- Accountable to Registered / Locality Manager / Supervisor.
- Booking in medication.
- Carry out stock checks (When stock is low eg cream to inform the supervisor).
- Administer controlled drugs and medication.
- Complete medication administration.
- Produce MAR charts (including creams).
- End of life Medication.
- Implement changes to service user's medication and report to supervisors and cascade to support workers.
- Liaise with Health care professionals
- Complete mandatory training and competencies.
- Returning and disposing of medication.
- Contact CHOC.
- Administer other medication tasks such as: creams, eye drops, nasal drops, eye etc.
- Complete all relevant documents.
- Contribute to medication reviews if required.
- Understanding the PRN protocols.