

**REPORT TO:** Health Policy & Performance Board

**DATE:** 19<sup>th</sup> September 2017

**REPORTING OFFICER:** Strategic Director, People

**PORTFOLIO:** Health & Wellbeing

**SUBJECT:** Medication Policy

**WARDS:** Boroughwide

## **1.0 PURPOSE OF THE REPORT**

- 1.1 To present the Board with the new overarching Medication Policy (see appendix 1). The policy applies to Halton Borough Council adult social care services with responsibility for administering medication.

## **2.0 RECOMMENDATION:**

**RECOMMENDED: That the Board**

- 1) Note the contents of the report and associated appendices; and**
- 2) Comments on the revised Policy.**

## **3.0 SUPPORTING INFORMATION**

- 3.1 Halton's current Overarching Medication Policy (2014-17) and associated service specific procedures run until August 2017. It was therefore necessary to develop a new collection of documents; the Medicines Management Team within the CCG have led this work due to the technical knowledge required to appropriately advise services of safe and effective practice.
- 3.2 The new policy has been developed based on an example shared by Derby City Council and is in line with relevant legislation and guidance, including:
- The Care Act 2014;
  - The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014, specifically Regulation 12 (safe care and treatment);
  - NICE guidelines;
  - Royal Pharmaceutical Society guidance;
- 3.3 The policy outlines the Council's vision for medicines management in adult social care and describes its commitment to enable and safeguard the health, safety and wellbeing of service users and staff.
- 3.4 Currently in development to sit alongside this policy are a number of service specific Standard Operating Procedures (SOPs), which will set out exactly how the policy is implemented in each service area. These are being developed in close consultation with the following services:

- Adult Placement;
- Day Services;
- Oak Meadow (incl. reablement);
- Supported Housing Network.

3.5 With regards to commissioned services, there is an expectation that their policies, procedures and processes meet the standards set within this policy.

3.6 Once the policy and associated SOPs are finalised and approved, implementation within services will be supported through briefings and training with staff.

#### **4.0 POLICY IMPLICATIONS**

Implementation of the policy will ensure compliance with legislation and best practice in connection with medicines management in social care settings.

#### **5.0 FINANCIAL IMPLICATIONS**

None identified.

#### **6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

##### **6.1 Children and Young People in Halton**

None

##### **6.2 Employment, Learning and Skills in Halton**

None

##### **6.3 A Healthy Halton**

Implementation of the revised policy and associated SOPs will ensure that the medication needs of those receiving support from the HBC services listed at 3.4 are properly and safely managed. The policy also offers an example of good practice, which will be shared with commissioned services in order to illustrate the expected standard.

##### **6.4 A Safer Halton**

None

##### **6.5 Halton's Urban Renewal**

None

#### **7.0 RISK ANALYSIS**

No risks identified.

#### **8.0 EQUALITY AND DIVERSITY ISSUES**

An Equality Impact Assessment (EIA) has been completed – copy attached at appendix 2. No negative impact was identified.

#### **9.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

None under the meaning of the Act.