

Policy

TITLE		Medication (Housing) Policy	
Policy ref:	R010P	Approval date	October 2023
Owner	Director of Housing Operations	Planned review date	October 2026
Department(s):			
Approved by	Executive Committee		

1. Background	Abbeyfield provides a range of supported housing and independent living schemes which are not registered to provide personal care. The regulated activity of personal care is defined in law as ‘the provision of personal care for people who are unable to provide it for themselves, because of old age, illness or disability, and which is provided to them in the place where those people are living at the time when the care is provided.’ Managing or administering medication is classed as personal care. Our housing schemes vary in size and tenure but all are designed to enable residents to be as independent and self-reliant as possible. This includes being able to manage their own medication safely and effectively. This policy has been developed to ensure residents and prospective residents, their families/ representatives, staff members and volunteers understand that residents who live in Abbeyfield Living Society (ALS) housing schemes are expected to manage their own medication and understand the reasons for this.
2. Objectives	The aims of this policy are to: • Promote residents’ independence by facilitating self-medication by residents within our housing schemes. • Provide clear guidance for staff and volunteers regarding their role in enabling residents to manage their medicines safely and independently.
3. Scope	This policy applies to all Abbeyfield staff working with residents in Abbeyfield Living Society (ALS) housing and independent living schemes. Staff working with residents as part of a Care at Home service within an independent living scheme should refer to the Medicines Management (Care at Home) Policy (DC001P).

	The term 'staff' includes agency workers and volunteers as well as employed staff. The term 'manager' in this policy refers to the person who has responsibility for the day-to-day management of the housing scheme.
4. Policy	Abbeyfield housing schemes are not registered to provide personal care and staff must ensure that they do not deliver services that are defined in law and considered by the Care Quality Commission (CQC) as regulated activity. As CQC guidance considers medication administration to be a regulated activity, housing staff must not be involved in the management or administration of medication. Staff and volunteers must understand their role in enabling residents to retain their independence. In particular, staff and volunteers must understand that residents are responsible for managing their own medication and that the help they are permitted to provide is strictly limited. Abbeyfield will ensure that residents and, where applicable, their representatives, are aware that staff are not allowed to support them with the administration of their medication, and the reasons for this. The limited help that can be provided to residents to enable them to manage their medicines safely will be explained on admission, such as signposting the resident to a relevant professional (e.g. a pharmacist) and / or providing an emergency response in the event of a medicines-related incident. All housing staff must be conversant with the contents of this policy and accompanying procedure.
5. Finance, Value for Money & Social Value	While this policy has no direct procurement activities associated with its operation, an effective policy will ensure the efficient and effective use of Abbeyfield's staff time and resources in managing this issue and supporting people to maintain their independence. It also helps to manage the risks associated with delivering services for older people by setting out clear boundaries between regulated and non-regulated activities to mitigate circumstances where the inappropriate management of medication may lead to litigation.
6. Linked policies	Accidents and Incidents (C014P)

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7. Relevant Legislation/ Regulation	Health and Social Care Act 2008 (Regulated Activities) Regulations 2014
8. Guidance	None
9. Review	Every 3 years, subject to any regulatory or legislative updates.
10. Procedure(s)	Supporting residents to manage their own medicines
11. Process Map(s)	None

Version	Purpose/change	Resident Panel Involvement	Author	Date
1.0	Previous policy Medication in Supported Housing effective October 2014. Approved by Teresa Parker		Gary Hortop	01/10/2014
2.0	1. Policy name change 2. Reference to 'supported housing' replaced with 'housing' to cover all housing schemes 3. Wording amended for greater clarity 4. Description of compliance aids added. 5. Removed reference to recording resident's details in a house diary 6. Relevant legislation added		L Garrett	25/02/2019
3.0	1. Remove responsibility of service to provide secure medicines storage. 2. Clarification that staff must have no involvement in managing or administering medicines at any time. 3. Details of individual resident's medicines do not need to be recorded.		L Garrett	14/02/2020
4.0	Policy reviewed and new SOP added		J. Conway/L. Garrett, Quality & Compliance Managers	September 2023