



# Trainee medication policy

## PRESCRIBED MEDICINES

All trainees' prescribed medication is kept in a locked container, only used for medicines, in the staff room. All medication will be labelled with the trainee's name.

Keys to the medicine container are kept in the key box of which any member of staff has access to.

Trainees will be encouraged to take their medicines as independently as possible. Systems will be individually planned according to each trainee's abilities and needs. The member of staff on duty will ensure that all medicines are taken as directed.

Where it is decided that a trainee can take a prescribed medicine without supervision, he/she may hold it him/herself.

## HOUSEHOLD REMEDIES

Household remedies will be kept in the medicine container and kept to a minimum. **Nothing can be given to the trainee without prescription/or advise of a doctor.**

If in an exceptional case a household remedy is given to a trainee, this will be recorded in the Medication List.

## RECORD KEEPING

To record all medicines taken by trainees we keep a Medication List in the filing cabinet, whether it is in the residential centre, the daycentre or any other properties of Nansen Highland. Additionally there will be a Medical Record Sheet to record all medical conditions and doctor's appointments in each trainee's file (only in the residential centre).

The Medication List will be filled in whenever a medicine is given.

If a trainee holds a medicine him/herself, the record keeping will consist of recording all details of the medicine on the Medication List.

## POLICY

This policy applies to all trainees.

Copies of this policy will be kept at all Nansen Highland's premises.