



**REPORT OF THE CHAIR OF THE ADULT SOCIAL CARE AND HEALTH
COMMITTEE**

REVISED ASSISTANCE WITH MEDICATION POLICY

Purpose of the Report

1. To seek approval for a revised Assistance with Medication Policy for Re-ablement Support Workers in the Short Term Assessment and Re-ablement Team (START) who are working in a Service User's home.

Information and Advice

2. The purpose of the policy is to detail the principles that must be followed by Re-ablement Support Workers in relation to medication.
3. START and re-ablement is about regaining skills and confidence to help individuals live as independently as possible in their own homes. It is designed to help people who are struggling with everyday tasks e.g. personal care, getting dressed or getting about their home. The service can be provided for up to 6 weeks; during this time staff may suggest doing things in different ways or offer small items of equipment to make doing things easier. The aim of the service is to reduce dependence for on-going services or re-admission to hospital.
4. Different people can benefit from re-ablement support, for example, older or disabled people who feel vulnerable and less confident doing things around the home. People who have had an accident or illness that has caused them to lose the ability to do the things at home are also ideal for re-ablement.
5. The service comprises of Re-ablement Workers who provide the support, Occupational Therapists who advise on ways of doing things differently or provide small aids and adaptations and social care staff who complete assessments where ongoing services are required.
6. This policy supersedes the original version 1 of the policy which was approved by the Council on 20 July 2010.
7. In summary, the changes are:
 - **Changes in role and responsibility:** the role of Senior Re-ablement Support Worker (RSW) has been replaced by Peri RSW. This tier of staff no longer supervises front-line workers. Re-ablement Managers now supervise the Peri RSWs and front-line

staff (RSWs). The Policy has been changed to reflect this and make clear the lines of responsibility in relation to medication.

The Policy now includes the role and responsibility of Occupational Therapists who were not members of the team at the time of the original Policy.

Following implementation of the original Policy, START moved from the end of the commissioning process to the beginning of the customer journey, consequently the Policy had to be changed to reflect this change. This was particularly pertinent to the Mental Capacity Act in relation to administering medication to customers who had no insight into their medications.

- **Lessons learned from implementation of the original Policy:** Some areas of support with medication were missing from the original Policy and required inclusion, for example: guidance for the splitting of tablets; drawing up liquid into an oral syringe; administering nasal drops and sprays; non-prescribed preparations used as part of a personal care routine.
In addition, it was felt that the training and competency assessments for staff should be more robust. The updated Policy states what is required at Induction and at yearly refresher.
- **Layout:** the Policy has been made easier to follow and flows better. This makes it easier for reference, to translate into guidance for staff and for training purposes. There is also an updated and extended list of 'definitions' to aid interpretation.
- **Appendix:** The Policy Appendix now includes an extensive Directory of GP Practices and Community Pharmacy details. There are also documents to assist with implementation and guidance for staff; a new MAR chart and updated Guidance Notes. In addition there are updated risk assessment templates including an algorithm for assisting with Warfarin.

Other Options Considered

8. Not applicable

Reason/s for Recommendation/s

9. The policy sets out the principles that must be followed throughout the START service of the Council so that the Care Quality Commission essential standards of quality and safety related to medication are met for service users.
10. In addition, the service has been reconfigured since 2010 so the policy required updating to reflect the new structure, roles and responsibilities of staff. As the policy has now been live since 2010, there were also areas that had been highlighted for further clarification or areas that were previously omitted; these are now in the policy.

Statutory and Policy Implications

11. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Implications for Service Users

The implications for service users are that they are supported with their medication in a safe and planned manner. It also safeguards that they will receive support from staff who have been appropriately trained and competency tested to administer and support with medication.

RECOMMENDATION

- 1) That approval is given to the Assistance with Medication Policy for Short Term Assessment and Re-ablement Team (START) Re-ablement Support Workers Operating in a Service Users' Home.

COUNCILLOR MURIEL WEISZ

Chair of the Adult Social Care and Health Committee

For any enquiries about this report please contact:

Constitutional Comments (SLB 11/04/2014)

12. Policy Committee is the appropriate body to consider the content of the report.

Financial Comments (KAS 25/04/14)

13. There are no financial implications contained within the report.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- None

Electoral Division(s) and Member(s) Affected

- All