

# *Medication Procedure*

1. All prescription medication should be kept in the individual service users locked cabinet in the office. (Except in the case of emergency provision where medication is brought on site at the service users own risk and they must protect their own medication).
2. The key to the locked cabinet should be given to the service user on admission with any necessary key deposit or stored in a key cabinet in the office.
3. We are not allowed to administer but only allow service users to take their own medication.
4. We are to observe the amount of medication taken by the service user.
5. A record should be kept on the record sheets provided. This will allow staff to monitor that the medication is being taken in accordance with the prescription. (Except in the case of emergency provision where the service user monitors own use of medication).
6. Only one service user should be in the office and the door should be locked before opening the cabinet.