

## **Policies & Procedures**

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**Policy No. 109**

### **Medication Handling**

**[January 2007] (Reviewed June 2008) April 2009 April 2010 April 2011**

*Policies & Procedures are to be read and signed on attached sheet every six months*

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It is the policy of Sheltered Housing Services that staff are not to administer medication of any sort to customers, their relatives or any other person connected with their employment by Wiltshire Council

Medication includes the handling and administration of eye/ear drops, creams, ointments or similar preparations

Staff are not to collect or purchase medication or prescriptions for customers at any time unless:

- In an emergency situation when all other options have been visited

**In this situation the medication is not to be dispensed to the customer.**

If in doubt contact your Line Manager immediately

\_\_\_\_\_ Business Improvement Manager

Dated 1<sup>st</sup> April 2011  
Review April 2012