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| A green and white text on a black background |  |
| **Service Specific Medicines - Standard Operating Procedure (SOP)** |
| **Date Approved:** |  |
| **Date for Review:** |  |
| **Document Owner:** |  |

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**Introduction**

**There is the only medicines policy in Barnardo’s** [2. Medicine Policy DRAFT V4 16 04 25.docx](https://barnardosorguk-my.sharepoint.com/%3Aw%3A/g/personal/rebecca_warnes_barnardos_org_uk/EXagSsZsZ7BOiuzNWX8xBWcB9p42LsHeVFBRcmfi7_oLTQ?e=BpHz01) Additional process’s / guidance written to meet **specific service requirements,** should only be completed using this template. This should be approved by the Services’ Assistant Director/Head of Business.

The following sections are ‘areas to consider’ when services are writing guidance that supports the delivery of the medicines policy.

**Areas to consider:**

1. **Admission of a Young Person.**

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| --- |
| Supply of MedicationRecord of MedicationPermissionSafety PlanHandoverRisk Assessment Medication History |

1. **Storage of Medicines**

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| --- |
| ResponsibilitySafetyFacilitiesAvailability of Policy & ProcessSecurityLabellingEase of Access HandoverHealth ContactTraining / Competency  |

1. **Cold Storage**

|  |
| --- |
| Temperature Thermometer RecordingHandover / Process Hygiene  |

1. **Administration of Medication and recording**

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| --- |
| StaffHygieneRecordingResponsibilityMedical contactEquipment / estatesHygieneProcessConsent / CapacityChange to PrescriptionSettingAvailability of Policy & ProcessTransport |

1. **Disposal of Medication**

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| --- |
| RecordingProcess ResponsibilityHygieneHealth Contact |

1. **Controlled Drugs**

|  |
| --- |
| StorageRecordingProcessHygiene StaffHealth ContactRisk Assessment Training / competency  |

1. **Home Remedies & Minor Conditions & Medication for Barnardo’s Staff**

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| --- |
| Consent / CapacityStorageSafety Health ContactRiskTraining  |

1. **Medication Errors & Reporting**

|  |
| --- |
| TrainingMedical ContactSafetyRiskThe need for a flow chartReporting |

1. **The Administration of Covert Medication**

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| --- |
| Training / Understanding RiskConsent / CapacityLawCommunication |

1. **Version History**

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| --- | --- | --- | --- | --- |
| **Document History** | **Date** | **Author** | **Comments** | **Approval** |
| V1 | 10/7/25 | Samantha Murray/ Rebecca Warnes | Procedure created in line with Medication Policy | Rukshana Kapasi |
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