



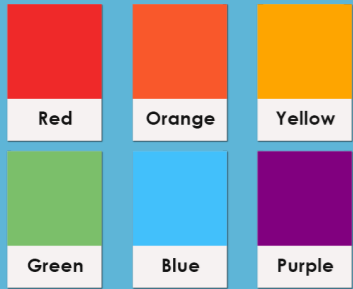
## What Dimensions does about... Medication

Easy Read

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## Finding your way around



This booklet has different sections. The colours of the different sections below match the colour of each section, so that you can easily find the page you are looking for.

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## About these books



The What Dimensions does about... booklets talk about the rules that the staff at Dimensions should be following



If staff are not doing things as we describe in these booklets you can tell a support worker or a manager



or you can make a complaint.



If you would like to find out how to make a complaint, please ask for the **Making a Complaint or Speaking Out** booklet.



## Thinking about medication



Medication can be tablets, creams, liquids, inhalers or injections.



Lots of people take medication at some point in their lives.



Often this is because a doctor has said they will help us to feel better.



This document talks about what Dimensions does about medication.



# Who should give medication



You should be able to take your medication with as much support as you need.



You should be able to look after your own medication if you choose.



A manager must make sure that the staff member understands and is trained how to give medication safely.



“I get a bit of support to take my tablets. I like to do most of it myself.”



# How staff should give medication



Any staff member can give medication after they have been trained.



Staff should wash their hands before and after giving any medication,



Staff should always make sure all the details are right.

They should check things like:



They are giving the medication to the right person,



And at the right time.



If staff are applying a cream, they should wear gloves.



If staff are giving you tablets, they should not be touching the tablets. They should put them into a little pot for you to take.



If they are pouring a liquid, staff should make sure that they keep the label clean, so that you can still read the instructions.



**“If these things are not happening, tell somebody!”**



Staff should write down all the details of what medication is being taken.



What time the medication was taken.



How much medication they gave people.



Make sure all the records about the medication are kept up to date.



Medication that is not going to be used should go back to the doctors or pharmacists and not go in the bin.



# What happens when mistakes are made



When there is a mistake made with your medication, staff should call a doctor straight away and find out what to do.



Staff should let a manager know straight away and make a record that a mistake has been made.



If you feel ill because of the mistake then staff should ring 999.

# Homely medicines



You can buy homely medicines in any shop.



Homely medicine could be tablets you take for headaches.



For indigestion.



Homely medicine could be herbal medicines.



Homely medicine could be traditional Chinese medicines.



You should always talk to your doctor before taking any homely medicines.



You have the right to buy homely medicines.



There might be a risk that homely medicine will affect the medication that the doctor has given you.



If you would like relatives or friends to help you buy homely medicines, talk to a member of staff first.



They will check your list of safe medicines and tell you what you can buy. Remember to let staff know what you have bought.



Saying you do not want your medication



You have the right to say you do not want your medication.



If you do this a lot, a plan must be made about the best way to support you.



This information must be in your Support Plan.



You must never be given medicine without being told it is happening...



unless a group of people including a doctor and your support staff say that it is the only option for you to be healthy and well.



This is what should happen if you say you do not want your medication.



Someone should tell you what the danger is, if you do not take your medication.



Someone different should offer you your medication.



If you still say you do not want your medication then a manager will be called.



A doctor will be called to find out what to do next.



# Keeping your medication safe



If you want to keep your medication in your room you should be given somewhere safe to put it.



If you share a house or flat with someone, then you should be able to lock your medication away.



If your medication is not kept in your room it needs to be kept in a safe place.



It needs to be kept somewhere that is the right temperature for your medication. Not too hot and not too cold.





It should be kept in a medicine cabinet that looks nice and you are happy with.



Only medication should be kept in your medicine cabinet.

Here are some places that your medication should not be kept:



Kitchens



Bathrooms



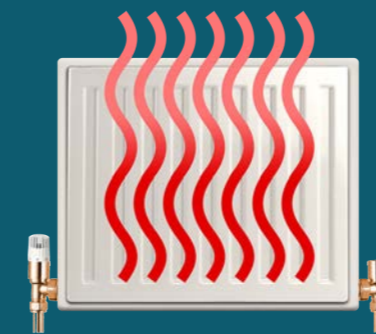
Toilets



Sluices



Windowsills



Areas next to heaters.



If you have medication that needs to be kept under room-temperature, a special fridge should be used.

If this is not possible, then the medication can be kept in the house fridge but only inside a special box that you can lock.



In a Day Service you might want to look after your own medication.



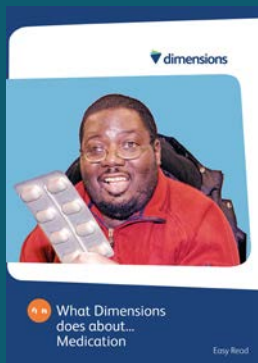
If you want to do this then staff should tell you to keep your medication safe in a box.



You can choose to give it to staff to look after.



There should be a safe box for medication which is kept locked.



This is a guide to the Dimensions policy on Medication. Please contact a member of staff if you would like to see the complete document.

Dimensions Accessible Communications.  
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