



700 CLUB

Head Office
The Grange Centre
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Re. Residents of Hope House Hostel on Grange Road, St Georges Hall on Elmfield Street and The Lodge on Victoria Hill, Darlington

Dear Colleague

I am writing to your practice on behalf of the 700 Club to remove any ambiguity relating to the storage or administration of medication by our organization. We do not, as a matter of policy, either store medication on the behalf of our clients, nor do we administer medication to clients. Prescriptions issued to our clients by your practice should take the above information into account, particularly if that client is vulnerable and there is a concern that the client may use that medication inappropriately (self-harm, selling on). The responsibility for safeguarding clients in regard to prescribed medication lies with GP's.

Occasionally a client will hand their medication to us because they feel tempted to take more than prescribed. If this does occur, we will receive it but will not return the medication to the client without the direct authority of the prescribing GP. Where that authority is provided, all of the surrendered medication will be handed back to the client, and not merely sufficient medication for any particular dose or day. Again, I reiterate, we do not administer. If the GP declines to give consent for all of the medication to be returned to the client then staff are instructed to return the medication to the nearest chemist and direct their client back to their GP.

I hope this letter clarifies our position as an organization.

Yours sincerely

Dr John Elliston

CEO 700 Club

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Members of Bassac, BECON, NHF and Darlington Housing Action



Medication Administration Policy

The 700 Club believe that clients should be encouraged towards independence including managing their own medicines in a safe and effective manner. It is therefore the policy of the 700 Club that no medication is administered.

Medication Administration is the actual giving of medication and may involve:

- storing the medication
- opening the medication container
- removing the prescribed dosage
- prompting the client to take the medication. General prompt charts that are developed in partnership with the clients, are part of the support plan, and are kept by the clients are acceptable.
- and giving the medication to the client as per instructions.

A member of staff should not agree with either a client or any third party (parent, GP) to store or keep medication. The one exception to this would be when a client hands over medication to a member of staff to prevent self-harm. In this case the medication should be returned to the client only with the express permission of the prescribing GP. If this permission is granted, all of the surrendered medication should be handed back to the client, and not merely sufficient medication for any particular dose or day. If that permission is not given, the medication should be returned to the chemist and the client encouraged to make a new appointment with the prescribing GP.

POLICY REVIEW

The 700 Club will review this policy on an annual basis