



Medication



What is a policy?



A **policy** is a list of rules for Ark workers.

These are the rules about how we can help people with their medicine.

Who are these rules for?



All Ark support workers need to follow these rules. Their manager will make sure they are following them.

Your rights



You have a right to make choices about your own life. If you take medicine, it is usually up to you to take it.



The law says we need to make sure you are safe from harm. If you are not able to manage your medicine, we can help you.



You, or someone who makes choices for you, have to say OK to us helping you with medicine.

This is called giving **consent**.



We will not tell people about your medicine or about any illness or condition you have unless you have said OK. This is because all the information about your medical needs is private to you.



We will only give you the right amount of help. It is important that we do not do things for you that you can do yourself.



We will only help you with medicines that your doctor says you can take and how the doctor says you have to take them.

How we can help you with medicine



We can help you by **prompting**. This is when we remind you when it is time to take your medicine or it is time for you to go and collect your medicine from the chemist.



We can help you by **assisting**. This is when we help you do things like going to the chemist or opening a packet for you when you ask.



We can help you by **administering**. This is when we look after the medicines and give them to you to take.



If you need help with injections, your workers will get training to make sure they know how to do this. A nurse or doctor might do this instead if that works better.



We will write down all of the information about your medicine on **AIMS**. AIMS is the tablet your staff use. We will write down every time we help you with medicine.



We will ask your doctor to do a check of your medicine at least once a year to make sure it is still right for you.



If we give you a lot of help with medicine, we will keep it in a safe or locked box in your house or bedroom.



If we only give you a little bit of help with your medicine, you do not need to keep it locked away if you do not want to.



If you share a house, it is always best that your medicine is locked away. It could be very dangerous if someone else took it by accident.

How will workers know what to do?



When people work for Ark, they get training.

They will learn about medicine and how to help you with them.

They have to read these rules to help them understand.

When do we check these rules?



These rules last for 3 years.

They were agreed by Ark and supported people in June 2023.

We will check them in March 2026.