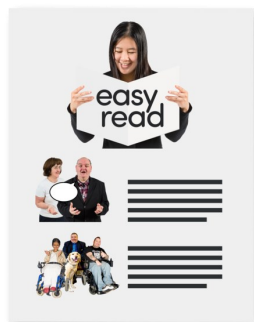




How Dimensions supports you  
with your medication

easy read



# This booklet is all about how Dimensions supports you with your medication

This booklet has information in easy read words and pictures, and is linked to a **policy**.

## Dimensions Medicines Policy

**Policy:** A document that is very important that tells colleagues about the rules to do their jobs well and to keep people safe.

This booklet is for **you and your support team**, it should help you understand the rules.

If colleagues are not following the rules, you can tell someone in your support team or a family member or a friend, who can **speak up with or for you**.

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 booklet**.



**This booklet has different sections, highlighted in colours**



**Thinking about medication**



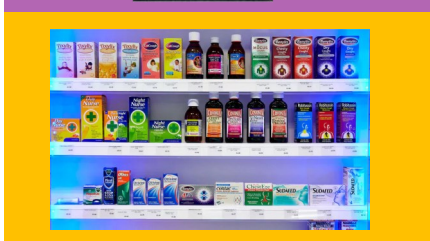
**Who should give medication**



**How support colleagues should give medication**



**What happens when mistakes are made**



**Over the counter medication**



**When a person decides not to take their medication**



**Keeping your medication safe**



## Thinking about medication



Medication can be tablets, creams, liquids, inhalers or injections and other types that are not listed.



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



Often this is because a doctor has said that the medication will help us to feel better.



This document talks about how Dimensions supports you with your 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.



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



A manager must make sure that support colleagues understand and are trained how to give medication safely.







# How support colleagues should give medication



Any support colleague can give medication after they have been trained.



They should wash their hands before and after giving any medication.

NAME		D.O.B.		ALLERGIES	
ADDRESS (Room Number, Care Home)					
DOCTOR		START DATE		END DATE	
MEDICATION PROFILE		COMMENCING		WEEK 1	
		TIME DOSE		WEEK 2	
Dr Sig.		Carried forward			
Commenced		route		recd. quant. by returned	

They should always make sure all the details are right, on the MAR sheet, this is a form with ALL the information about your medication.



**They should check things like:**

They are giving the right medication to the right person.



And at the right time.



They should wear gloves when applying cream.



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, they 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!”



Should write down all the details of what medication is being taken on a sheet called MAR sheet.



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. You must sign them out.





## What happens when mistakes are made



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



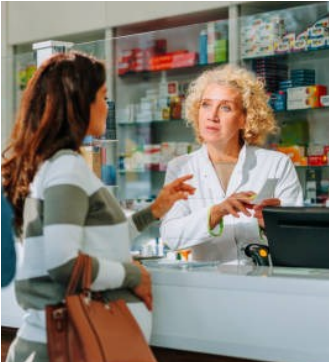
They should let a manager know straight away and make a record that a mistake has been made.



If you feel ill because of the mistake, then your support team/person should ring **999**



## Over the counter medication



You can buy some medicines in any shop, this is medicine **that isn't prescribed** by a doctor



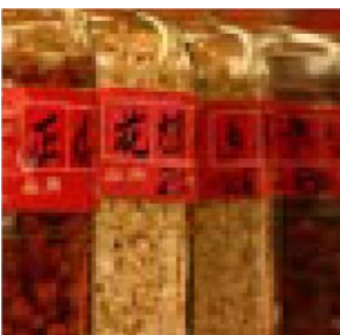
Medicine could be tablets you take for headaches.



For indigestion.



Herbal medicines and vitamins.



This could be something like traditional Chinese medicines.



You should always talk to your doctor before taking any **over the counter medication**.



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



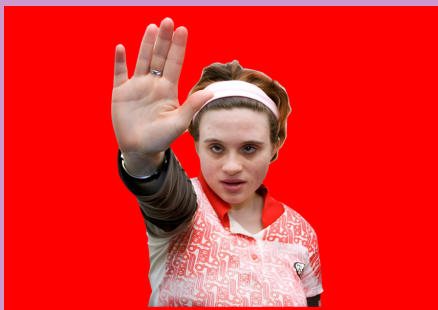
You have the right to buy **over the counter medication**.



If you would like relatives or friends to help you buy **over the counter medication**, please talk to a member of your support team first.



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



## When a person decides not to take their medication



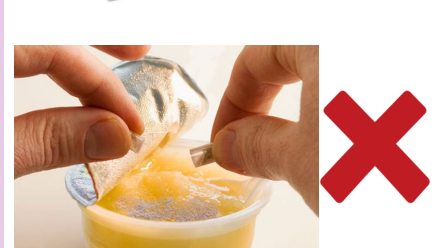
You have the right to say you do not want your medication.



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 team 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 else in your support team could try and 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 **MUST** be able to lock your medication away.



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



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



Only medication should be kept in your medicine cabinet.



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



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



Shared kitchens.



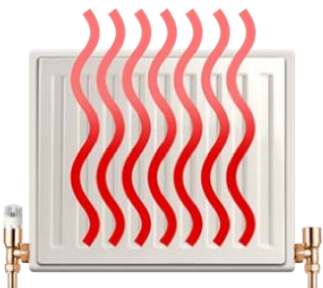
Bathrooms or toilets.



Sluice rooms.



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/shared fridge but only inside a special box that you can lock.



If you go to work or supported outreach, you might want to look after your own medication.



If you want to do this, your support team should tell you to keep your medication safe in your bag.



Or a locker if one is available.



It will be different for each person, depending on your risk decision around looking after your own medication.



You can choose to give it to your support team to look after.



There might be a safe box for medication which is kept locked and in a safe space.



○	○	○	○
□	□	□	□

This booklet has been *updated and redesigned*, by Dimensions **Easy Read Readers Panel**.

Co-produced by Quality Consultants who are experts by experience and a support colleague partner.

Version one: 18.02.2025