

## MANUAL OF ADMINISTRATION

<b>Topic:</b>  Medication	<b>Subject:</b>  Medication Storage	<b>Code:</b> MD150
		<b>Date of Issue:</b> April 2012
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**Purpose:** To outline Avenue II's procedure with regards to medication storage when supporting people with 24 hour residential support.

**Definitions:**

**Medication:** Any prescription or non-prescription medication taken internally or applied topically.

**Locked Location:** A storage box, cabinet or room, which can only be accessed by a key or code.

**Procedure:**

Individuals will be supported to have a designated location in their home to store medication. The location will be determined with the input and safety needs of the individual being supported. All medications are to be kept in storage area, except when supporting to take medication(s).

If it has been deemed necessary to have medication(s) in a locked location, the Support Worker is responsible for the removal and return of the medication. The Support Worker is responsible to ensure the keys are returned to the designated location at the end of each shift (if applicable).