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| <b>Meeting of:</b>  | <b>CABINET</b>  |
| <b>Date of Meeting:</b>   | <b>19 MAY 2026</b>  |
| <b>Report Title:</b>  | <b>SOCIAL SERVICES AND WELLBEING DIRECTORATE<br/>MEDICATION POLICY REVIEW</b>   |
| <b>Report Owner:<br/>Responsible Chief<br/>Officer / Cabinet<br/>Member</b> | <b>CORPORATE DIRECTOR SOCIAL SERVICES AND<br/>WELLBEING<br/>DEPUTY LEADER AND CABINET MEMBER FOR SOCIAL<br/>SERVICES, HEALTH AND WELLBEING</b>  |
| <b>Responsible<br/>Officer:</b>   | <b>JOE BOYLE<br/>COMMISSIONING AND SERVICE DEVELOPMENT OFFICER</b>  |
| <b>Policy Framework<br/>and Procedure<br/>Rules:</b>                        | <b>There is no effect upon the policy framework and procedure<br/>rules.</b>  |
| <b>Executive<br/>Summary:</b>   | <b>This report sets out the work that has been undertaken to<br/>update the Social Services and Wellbeing Directorate<br/>Medication Policy. This report also seeks Cabinet approval<br/>to implement the revised Policy.</b> |

## **1. Purpose of Report**

- 1.1 The purpose of this report is to seek Cabinet approval for the implementation of the revised Social Services and Wellbeing Directorate (SSWB) Medication Policy (**Appendix A**) as required under the Registration and Inspection of Social Care (Wales) Act 2016 (RISCA).

## **2. Background**

- 2.1 Regulatory requirements for Medication administration are set out in the following legislation and Codes of Practice:
- Social Care Wales Codes of Practice for social workers, residential childcare workers, social care managers, domiciliary care workers, and adult care home workers
  - Regulation and Inspection of Social Care (Wales) Act 2016
- 2.2 As per the above legislation, it is a requirement of Regulated Services to have an up-to-date Medication Policy in place.
- 2.3 In April 2023, an initial Medication Policy was approved by Cabinet for implementation across SSWB Direct Care services.

2.4 In the 2023 report, reference was made relating to work to create a regional Medication Policy, however this work is ongoing.

### **3. Current situation/ proposal**

3.1 This reviewed Policy builds upon the Policy which was implemented in 2023.

3.2 Following audit activity completed by a Community Dispensing Pharmacy Team, it was identified that there were areas of the existing Policy that needed reviewing to improve the accuracy.

3.3 These areas were:

- The Warfarin support and administration section
- The process for receiving changes to prescribed and Medication Administration Record (MAR) chart information, including information received via the telephone
- The role of the dispensing pharmacist and their audit activity
- Use of E-MAR Charts

3.4 Following the completion of all these areas of updates, whilst reviewing with relevant team managers, additional actions relating to the possible requirement for cutting or splitting of medication by direct care staff were identified.

3.5 Collaborative work alongside Community Pharmacy colleagues and senior leaders across Bridgend County Borough Council (BCBC) and Cwm Taf Morgannwg University Health Board took place to identify the best route forward to support this, with the resulting practice to request medication in the correct and required size from the dispensing pharmacy where possible to reduce the likelihood of this action being required.

3.6 Whilst work reviewing the Policy has been undertaken, the NHS and Care Inspectorate Wales have issued the All Wales Guidance to support integrated medicines management in community settings. Work has been undertaken, alongside Community Pharmacy colleagues, to ensure the content of the Policy matches the requirements set out in this All Wales guidance.

### **4. Equality implications (including Socio-economic Duty and Welsh Language)**

4.1 An initial Equality Impact Assessment (EIA) screening has identified that there would be no negative impact on those with one or more of the protected characteristics, on socio-economic disadvantage or the use of the Welsh Language. It is therefore not necessary to carry out a full EIA on this policy or proposal.

### **5. Well-being of Future Generations implications and connection to Corporate Well-being Objectives**

5.1 The Well-being of Future Generations (Wales) Act 2015 provides the framework for improving the social, economic, environmental and cultural well-being of Wales. The five ways of working have been considered in the development of the revised policy as follows:

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| Involvement   | Representatives from across the Directorate have fed into this report.  |
| Long term     | There will be a positive long-term impact of this Policy review as this will ensure high quality medication practice by our direct care staff.                                |
| Prevention    | To prevent medication errors and issues related to medication for the people we support through our direct care services.   |
| Integration   | This Policy will be implemented and used directorate wide.  |
| Collaboration | Ongoing collaborative work is in place regarding Medication practices, including collaboration and partnership working with the local health board's Community Pharmacy Team. |

## 6. Climate Change and Nature Implications

- 6.1 There are no climate change and nature implications as a result of this report or its associated policy.

## 7. Safeguarding and Corporate Parent Implications

- 7.1 There are no direct Safeguarding or Corporate Parenting Implications arising from this report, however the implementation of an appropriate Medication Policy will support in reductions of referrals to Safeguarding services as staff will have a clear policy framework to support the Medication Administration and Support tasks they are required to do as a part of their direct care roles, thus safeguarding vulnerable individuals.

## 8. Financial Implications

- 8.1 There are no financial implications as a result of this report or associated policy. All relevant training relating to Medication is met within existing Social Care Workforce Development Programme (SCWDP) budgets.

## 9. Recommendation

- 9.1 It is recommended that Cabinet approve the revised Social Services and Wellbeing Directorate Medication Policy (**Appendix A**).

## Background documents

None