

# Medication action plan

**Lead:** Godson Davies & Kunhameena Ashif | **Champions:** Godwin Edokpa & Gladys Bonete

To establish an agreed baseline of staff competencies and experience in administering medication in line with guidelines. Develop staff champions, learning materials, and links to specialists.

See also [Advocacy and access action plan](#) & [Dementia action plan](#)

## Actions

Last updated 6 Jun 2024

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### Identify medication champions

Completed ▾ | 30 Jun 2023 | Godwin Edokpa & Gladys Bonete

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### Develop and deliver medication training courses

And keep a record of staff members who have completed training

Ongoing ▾ | Jeanny Jarabejo & Sachin George

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### Provide staff supervision that incorporates medication practice

Ongoing ▾ | All Team Leaders

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### Effectively communicate medication best practice to staff

This should reflect Edinburgh's medication policy and the [Care Inspectorate's Medication Management Procedures \(PDF\)](#)

Ongoing ▾ | All Team Leaders

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Create an external professional contact list for medication questions

Due by ▾ 30 Jun 2023 | Godson Davies & Kunhameena Ashif

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Monitor and review

Continuously monitor the effectiveness of medication practices by using the [Care Inspectorate's Medication Management Procedures \(PDF\)](#) and those of Edinburgh HSCP

Ongoing ▾ | All Team Leaders

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Identify all SU medication levels

Due by ▾ 30 Jun 2024 | Godson Davies & Kunhameena Ashif  
(Repeats monthly)

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Audit Electronic Medication Administration Record System (E-MAR) for any omissions or errors

Due by ▾ 30 Jun 2024 | Godson Davies & Kunhameena Ashif  
(Repeats monthly)

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Raise and report issue of poor practise to the Care Manager

Ongoing ▾ | Godson Davies & Kunhameena Ashif

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Report progress to the shared management meetings

Completed ▾ 9 May 2024 | Godson Davies  
(Repeats monthly)

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