

Integrated Impact Assessment – Summary Report

Each of the numbered sections below must be completed
Please state if the IIA is interim or final

1. Title of proposal

Introduce an updated Procedure for Ordering, Receipt, Storage, and Administration of Medicines in a Care Home

2. What will change as a result of this proposal?

The procedure has been developed for the benefit of those using our Care Home services and the staff who work within the service. These updates will ensure the medication process will be conducted in a safe and consistent manner

Social Care staff will have a clear system of work to follow in relation to the Ordering, Receipt, Storage, and Administration of Medicines in a Care Home

This will promote a safe approach to all elements of this task which will result in a reduction of errors and the promotion of residents' wellbeing.

3. Briefly describe public involvement in this proposal to date and planned

There has been limited public involvement, due to this being an internal procedure, which is being updated. Any changes have a limited impact on the wider public. The procedure impacts users of H&SC services, who have been consulted.

4. Is the proposal considered strategic under the Fairer Scotland Duty?

Yes

5. Date of IIA

Updated 21/10/2025, due to the identification of changes required at the previous IIA, held in December 2024. Consultation also carried out with a sample group of residents. And further information and scrutiny provided by the Lead Care Home Pharmacy Technician

6. Who was present at the IIA? Identify facilitator, lead officer, report writer and any employee representative present and main stakeholder (e.g. Council, NHS)

Name	Job Title	Date of IIA training
Sandra McLeod (Report writer/Lead Officer)	Manager	09/03/2022
Karen Wright	Manager	
Rodelie Australia	Clinical Lead Nurse	
Sara Begg	Clinical Depute	

7. Evidence available at the time of the IIA

Evidence	Available – detail source	Comments: what does the evidence tell you with regard to different groups who may be affected and to the environmental impacts of your proposal
Data on populations in need – where available use disaggregated data	Joint Strategic Needs Assessment (Update EHSCP 2025)	https://democracy.edinburgh.gov.uk/documents/s82419/5.2%20-%20Edinburgh%20Joint%20Strategic%20Needs%20Assessment%20Update.pdf People using Health and Social Care Services. Groups more affected by this procedure are older people and more likely to be female
Data on service uptake/access	Residentiala tor	Each care home has a record of admissions and discharges
Data on socio-economic disadvantage e.g. low income, low wealth, material deprivation, area deprivation	Edinburgh Poverty Commission	demography of LA care home suggests population will be from a lower income and / or deprived background as all placements are local authority funded. Provides details on the experience of poverty in Edinburgh https://edinburghpovertycommission.org.uk/wp-content/uploads/2020/09/20200930_Poverty_in_Edinburgh-Data_and_evidence.pdf
Data on equality outcomes		The proposed changes will affect People using Health and Social Care Services - groups more affected by this procedure are older people and more likely to be female Not having nurses within each care home could be construed as inequality based on geographical location
Research/ literature evidence		The Handling of medicines in Social Care The Administration of Medicines in Healthcare Settings

Evidence	Available – detail source	Comments: what does the evidence tell you with regard to different groups who may be affected and to the environmental impacts of your proposal
Public/patient/client experience information		As this is an internal procedure there was no public involvement. Pain Questionnaire to Residents Sample group
Evidence of inclusive engagement of people who use the service and involvement findings		6 monthly reviews Data Sharing Information Boards
Evidence of unmet need		N/A
Good practice guidelines		Health and Social Care Standards https://www.gov.scot/publications/health-social-care-standards-support-life/
Carbon emissions generated/reduced data		Reduced carbon emissions due to less waste via use of gloves and less car journeys for delivery due to more streamlined process
Environmental data		N/A
Risk from cumulative impacts		Risks due to polypharmacy Risk if there is not a suitable skill mix of suitably trained staff to administer medication
Other (please specify)		
Additional evidence required		

8. In summary, what impacts were identified, and which groups will they affect?

Equality, Health and Wellbeing and Human Rights and Children's Rights	Affected populations
Positive Improved Wellbeing - medication being administered at the right time and correct dose, regular reviews undertaken will pick up on errors timeously	Care Home Residents

Equality, Health and Wellbeing and Human Rights and Children's Rights	Affected populations
<p>Negative</p> <p>Skill mix / staff shortages impacting on medication being administered appropriately</p> <p>People using our services may have a restricted choice in relation to pharmacy provider due to necessity to use MAR charts. A change to GP may be required for those admitted to a care home due to GP surgeries working within certain locals and choosing not to provide their services out with certain patches</p>	

Environment and Sustainability including climate change emissions and impacts	Affected populations
<p>Positive</p> <p>Move to only using medications supplied within their original packaging and away from NOMAD systems which are made from non-recyclable plastics, reducing landfill waste</p> <p>Reduced car emissions due to reduced number of deliveries required through more effective stock control</p>	
<p>Negative</p> <p>Possible environmental impact if medication disposed of inappropriately</p> <p>The processes require substantial amounts of paper, for recording and auditing, etc, creating a large amount of recyclable waste. Where possible recycled paper should be used.</p>	

Economic	Affected populations
<p>Positive</p> <p>Savings due to efficient stock control/reduction in returns Possible reduction in prescriptions</p>	<p>Less prescriptions generated will provide savings to GP surgeries</p>
<p>Negative</p> <p>Care Homes are required to purchase all equipment required for the safe storage of medication</p>	

9. Is any part of this policy/ service to be carried out wholly or partly by contractors and if so, how will equality, human rights including children's rights, environmental and sustainability issues be addressed?

- Contracted pharmacy supplier
- GP Pharmacy Technician
- Agency staff are used within care homes, if these staff are required to manage medication as part of their role, the expectations of this is managers will be responsible to ensure staff deployed are suitably trained, thus ensuring the safety and welfare of those residing in our properties.

10. Consider how you will communicate information about this policy/ service change to children and young people and those affected by sensory impairment, speech impairment, low level literacy or numeracy, learning difficulties or English as a second language? Please provide a summary of the communications plan.

- Continue to seek views of those using our services and those of relatives and carers
- Providing support through the documented requirements within the care plan and Risk Assessment.
- Translation of procedure into main community languages, available on the Orb.
- Use of audio-visual aids or any individual communication aids.
- Use of translator where appropriate.
- The Procedure will be communicated to colleagues through current digital platforms: -
 - The Orb
 - News Beat
 - Managers News

We will work with the communication team to ensure information is communicated in plain English, and in formats that can be made accessible to those affected by sensory impairment, speech impairment, low level literacy or numeracy, learning difficulties or English as a second language e.g. a word document that can be translated.

Staff working within care homes are required to be registered with SSSC or NMC, a condition of this registration is a qualification in English for those staff whose first Language is not English. Managers of H&SC services will be encouraged to discuss the procedure with those who are affected by it.

Support from appointed worker can be sought for specific communication difficulties for those accessing our services.

- 11. Is the plan, programme, strategy or policy likely to result in significant environmental effects, either positive or negative? If yes, it is likely that a Strategic Environmental Assessment (SEA) will be required and the impacts identified in the IIA should be included in this. See section 2.10 in the Guidance for further information.**

N/A

12. Additional Information and Evidence Required

If further evidence is required, please note how it will be gathered. If appropriate, mark this report as interim and submit updated final report once further evidence has been gathered.

- 13. Specific to this IIA only, what recommended actions have been, or will be, undertaken and by when? (these should be drawn from 7 – 11 above) Please complete:**

Specific actions (as a result of the IIA which may include financial implications, mitigating actions and risks of cumulative impacts)	Who will take them forward (name and job title)	Deadline for progressing	Review date
Consultation with residents at Royston Court	Karen Wright	20/12/2024	Carried Out
Amend some wording, to make more explicit.	Sandra McLeod	17/12/2024	Completed
Explore availability of competent Witness training	Sandra McLeod	20/12/2024	Not Required

- 14. Are there any negative impacts in section 8 for which there are no identified mitigating actions?**
- 15. How will you monitor how this proposal affects different groups, including people with protected characteristics?**

16. Sign off by Head of Service

Name

Jane Brown
Senior Care Home Manager

Date 31 10 2025

17. Publication

Completed and signed IIAs should be sent to:

integratedimpactassessments@edinburgh.gov.uk to be published on the
Council website www.edinburgh.gov.uk/impactassessments

Edinburgh Integration Joint Board/Health and Social Care

sarah.bryson@edinburgh.gov.uk to be published at
www.edinburghhsc.scot/the-ijb/integrated-impact-assessments/