

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

Procedure for the Application of Topical Medication

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

Social Care staff will have a clear system of work to follow in relation to the application of Topical Medication. This will promote a safe approach to this task which will result in the promotion of residents' wellbeing, as well as reducing errors in administration

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

As this is an internal procedure there was no public involvement.

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

Yes

5. Date of IIA

21/10/2025

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 This is a changing figure dependant on individual circumstances
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		groups more affected by this procedure are older people and more likely to be female
Research/ literature evidence		The Handling of medicines in Social Care The Administration of Medicines in Healthcare Settings
Public/patient/client experience information		As this is an internal procedure there was no public involvement. 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/

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
Carbon emissions generated/reduced data		N/A
Environmental data		N/A
Risk from cumulative impacts		N/A
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	Care Home Residents
Negative	

Environment and Sustainability including climate change emissions and impacts	Affected populations
Positive	
Negative	

Economic	Affected populations
Positive Possible reduction in prescriptions	Care Home Residents Less prescriptions generated will provide savings
Negative	

- 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

- 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.

- 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	Karen Wright	31/10/2025	
Amend procedure to reflect the need for Risk Assessment in relation to paraffin	Sandra McLeod	29/10/2025	31/10/2025 Completed

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
Service Manager Care Homes**

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/