



PROTOCOL

Cork CIL Principles of **Safe and Appropriate Handling of Medicines**

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Cork CIL Principles of Safe and Appropriate Handling of Medicines

Purpose

The purpose of this Protocol is to provide guidelines to staff working with Cork CIL regarding the handling and administration of medications.

Scope

This Protocol applies to ALL staff working within Cork CIL. The information contained in the protocol is drawn from a range of sources

Definitions

Medication Management:

Medication Management is the facilitation of safe and effective use of prescription and over-the-counter medicinal products (An Bord Altranais, 2007).

A Medicinal Product:

A Medicinal Product is any substance or combination of substances presented for treating or preventing disease. Any substance or combination of substances which may be administered to human beings with a view to making a medical diagnosis or to restoring, correcting or modifying physiological functions in human beings is likewise considered a medicinal product (EEC directive e of 2001 [2001/83/EC]).

A Medication System:

A Medication System is an organised system designed to ensure safe and accurate dispensing, packaging and administering of medication.

Medication Administration:

Medication Administration is giving an individual dose of a medicinal product to a service user/ Service User via direct contact (e.g., orally,) or by indirect contact (e.g., application of a medicated dressing) and ensuring the completion of this activity (An Bord Altranais, 2007).

Self-administration:

Self-administration is the independent use of a medication by a service user in a manner that supports the management and administration of her/his own medications.

Complementary therapies:

Complementary therapies include, but are not limited to, acupressure, acupuncture, aromatherapy, herbalism, homeopathy, massage therapy, reflexology and yoga. The use of complementary therapies is increasingly more common in the delivery of health care with many nurses and PA's providing these therapies.



The Overview

In most cases people using Cork CIL Service Users will remain responsible for the management of their own medicines. If Service Users are not able to manage this, then this responsibility is usually transferred to a family member to support them. In very exceptional circumstances where this is not possible Cork CIL will explore the options for PA staff to safely support Service Users to take prescribed medicines safely.

Under no circumstances may a PA make this decision and administer medications without the explicit permission and consent of Cork CIL and on a named service user basis.

Where it has been requested or where the support of a service user to take medicines has been identified Cork CIL will ensure that any support provided are in line with a person centred approach.

All decision-making regarding responsibility for medication management and the ability to self-administer should be reviewed with the service user as a service user's views/opinions with respect to this issue may change over time. This review may also include the Service Users GP and PHN and may include a family member.

Principles of safe and appropriate handling of medicines

The five rights of Medication Administration

1. Right person
2. Right medication (drug)
3. The right form
4. The right time
5. Right route
6. Right dose

- **Right Person**

Cork CIL staff mainly work on 1:1 with service users. Medicines are described for them and dispensed to them by their pharmacist. It is still important however if collecting medicines on behalf of a Service User that you check the name and address carefully before leaving the pharmacy. You should also know what medicines you are collecting and if in any doubt query the prescription with the pharmacy at the time of collecting You MUST never administer a medicine to one Service User prescribed for another person.

- **Right Medication**

The responsibility for prescribing medicines is a registered doctor, dentist and for certain medicines registered nurse practitioner.

Cork CIL staff must never make recommendations to Service Users about medicines, or complimentary therapies. This is outside the role of the PA whilst working with Cork CIL. Because it is so important that the right medicine is dispensed Cork CIL staff may only assist Service Users to take medicines when they are pre-packed in a Medication System such as a



'dosette' or 'blister pack' by the dispensing chemist. Occasionally some medication cannot be blister packed. In this case medications, must be clearly labelled by the pharmacist. PA's may not write instructions or directions on medications nor transcribe medication lists.

- **Right dosage:**

The appropriate dosage of a medicine is based on age, size, vital signs or other variables. It is the responsibility for the prescriber to ensure that this is correct. Some medicines are required to be measured out (e.g., liquid form). This may **not be** undertaken by a PA.

- **Right Form**

Ensuring the correct form, route and administration method of a medication is the responsibility of the prescriber. As a PA, it is important that you understand the routes of administration. PA may only assist with the administration of specific medicines usual by mouth or per rectum. This is only on a named service user basis and with explicit consent of Cork CIL.

- **Right Time:**

The timing of doses of medications can be critical for maintaining specific therapeutic blood-drug levels (e.g., antibiotics) and avoiding interactions with other medications. Therefore, medicines may need to be taken at different times of the day.

This is the responsibility of the prescriber. When drugs are put in a 'blister pack' they are spread throughout the day as prescribed. The responsibility of the PA assisting with the safe administration from blister pack is to check the blister pack and ensure that the drugs are taken at the correct time each day.

Assisting a Service User Who Self Administers Medication

If a service user manages their own medicines and asks for help in opening a bottle or carton and the Service User can give clear instruction, then it is appropriate for the PA to assist in this. The PA should select the bottle identified by the Service User. Check the label and show the label to the Service User so they can check that the correct medication has been selected. If the Service User confirms the medication is correct the PA may then open the container and hand the prescribed number of pills to the Service user to self – administer.

PA's may not draw up medications for sub-cutaneous, intramuscular or intravenous (injections) administration. PA must not make up inhalations, manage PEG feeds or rectal administration of medications without specific training and explicit permission for Cork CIL. PA's may not administer any injectable medications

If a PA is unsure about the competence or safety of the Service User, they should seek support

Each PA's must be aware of look-alike and similar sounding medications.

Assisting Administration from a Medication System.

1. Check the handover notes
2. Check the 'blister pack'/ Container for:
 - a. Correct Service Users name
 - b. Current date



- c. When medicines are due to taken morning, lunchtime, afternoon, bed times. [Note with some medication there may be very specific instructions. These must be followed.]
- d. Remind Service User of the need to take medicines
- e. With Service User consent- remove drugs for blister pack, place in Service users hand to take or assist if the Service User requires it
- f. Observe that the medicine is taken
- g. Give drink such as water or tea to assist in swallowing of required
- h. Note that the drug has been taken
- i. If Service User declines to take the prescribed drug DO NOT remove from the blister pack and record that it was omitted.

Blister pack must be made up weekly by the pharmacists. Old –used or part packs to be returned to pharmacy or disposed of as appropriate. Unused drugs must be returned to the pharmacy and **not** disposed of in waste bins or drains

Record keeping

Where a PA is assisting a Service User with regular medications a record of medication taken or omitted should be kept in the Service Users home and available to ALL PA's working with the Service User. Template Record sheet attached

PA's must never transcribes medications, instructions or doses. This is an area open to error and therefore risk.

Summary

People who use Cork CIL have freedom of choice in relation to their provider of pharmaceutical care and services including dispensed medicines.

Where appropriate and when support in taking, medicines is required, each Personal Assistant (PA) knows which medicines each person has and keeps a complete account of medicines.

PA's who help people with their medicines are competent.

Medicines are taken safely and correctly

PA's preserve the dignity and privacy of the individual when they give medicines to them.

Medicines are available when the Service User needs them and the Cork CIL makes sure that unwanted medicines are disposed of safely.

Medicines are stored safely.

Medicines are used to cure or prevent disease, or to relieve symptoms, and not to punish or control behaviour.



There are guiding principles for medication management that person should adhere to in their delivery of care related to medicinal products.

This protocol will be reviewed January 2018



Medication Record

Service User Name: _____ Example _____

Attach copy of prescription written by GP to this record.
Is the prescription up to date (written within last 3 months?)

Week starting		30 min before food	AM	Midday	PM	Night	Note
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
	Saturday						
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